

[Sample – Notice of Intent]

[date]

National Railroad Adjustment Board
First Division
844 North Rush Street, Room 944
Chicago, IL 60611-2092

RE: Notice of Intent to File a Submission with the First Division

This letter is notice of the Organization's intent to file a Submission in regard to dispute between SMART Transportation Division and [Carrier], as stated herein;

[Wording must be as submitted to Carrier for appeal – Example - Claim is made for and on behalf of Illinois Division, Lafayette District Conductor T. J. Brown, for one (1) basic day, in addition to other allowances, account required to perform yard work, as claimed on Time Report No. 15 dated July 15, 1995.]

This dispute is submitted to the First Division for final resolution.

Yours truly,

[General Chairman]

cc: [Carrier Designated Officer]
T.L. Johnson, SMART TD-VP, Board Member
J.R. Ferguson, SMART TD-VP, Board Member