The letter below is just an example/template; your letter does not have to be written exactly the same but be sure to include any/all pertinent information. We used the Truck Driver as an example; just replace Truck Driver with the applicable Roster name. If you have any paper work (*Advertisement, Award, Force Assignment Letter, Qualifications or a copy of a previous Roster showing your correct Date and Rank*) supporting your Roster protest, list what they are in the letter and enclose a copy of them.
If you are protesting another employee, just write a letter explaining why you believe that the employee's Roster date/Rank is incorrect. If you have any documentation supporting your claim include it with the letter.

When you finish writing your letter keep a copy for your records, mail one copy to Dale Bogart at the address below, standard USPS. Mail one copy to Ms. Linda Murphy at the address below, certified with a return receipt request.

Any questions or concerns call Dale Bogart at 607-217-5333 or Renato Rufo at 401-829-2909

Dale Bogart Jr.   Ms. Linda Murphy
General Chairman   Amtrak 30th Street Station
BMWED NESF   3rd Floor North Tower, Box 22
3321 B Vestal Parkway East   Philadelphia, PA 19104
Vestal, NY 13850

Date

Ms. Murphy,

My name is _____, Employee #_____. My hire date is _____.

*While reviewing the 2018 Northern District Track **or** Structures Department Seniority Roster I noticed that my name did not appear on the Truck Driver Roster **or** I noticed that my name appeared on the Truck Driver Roster with an incorrect Rank and or Date.*

*On mm/dd/year, I was forced assigned **or** awarded the position of Truck Driver: Advertisement # 000-NET-0000, in Gang X-789.*

Enclosed you will find all pertinent information regarding my correct Truck Driver Roster date and or Rank.
1. Advertisement # 000-NET-0000
2. Award # 000-NET-0000, with an effective date of mm/dd/year.
3. Copy of page # 2 of the 2017 Northern District Truck Driver Seniority Roster.
4. Qualification Card
5. Force Assignment Letter