**Sample**

**Notice of Intent**

**(See NRAB INSTRUCTIONS SHEET – Section A-1)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arbitration Program Management Specialist**

**National Railroad Adjustment Board**

**(Insert First, Second, Third or Fourth Division)**

**844 North Rush Street, Room 944**

**Chicago, IL 60611-2092**

**NRABInbox@nmb.gov**

**Dear Office of Arbitration Services:**

**This is to serve notice, as required by the June 23, 2003 Uniform Rules of Procedure of the National Railroad Adjustment Board, of my intention to file a Submission within 75 days covering an unadjusted dispute between me, (input your full name) and the (insert the name of the Railroad) involving the following:**

**(Insert full Statement of Claim here.)**

**(See NRAB INSTRUCTIONS SHEET - Section A-3)**

**Respectfully yours,**

**(Input your Signature)**

**Copy: (Input Railroad involved) – (See NRAB INSTRUCTIONS SHEET - Section A-2)**