

Sample Local Correspondence Log

From	Date of Letter	Date Received	Subject	*Internal Processing	**Action Taken	Date	Follow up Action Taken
Component	12.01	17.01	Minutes	Exec. Meeting	None	02-	File
BCFL	15.01	17.01	CAW Local on Strike	Exec. Meeting	Send Cheque to Local	02-	Letter Sent to CAW (file)
A Member	13.01	17.01	Change of address	File			
Component	20.02	3.03	Courses	General membership meeting	A member to go	03-	Letter sent to Component (file)

* File, Executive Committee, General Membership Meeting, Standing Committee.

** None, Letter, Date, Phone Call, Cheque, etc.