

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Request for Collective Bargaining

I am writing to you on behalf of [Union Name] representing the employees of [Company's Name]. In accordance with the National Labor Relations Act, we are formally requesting to commence collective bargaining negotiations.

We believe it is essential to discuss issues regarding [specific issues such as wages, benefits, working conditions, etc.]. We appreciate your attention to this matter and hope to initiate a positive dialogue that will lead to a mutually beneficial agreement.

Please let us know your availability to schedule an initial meeting to discuss the terms of our collective bargaining agreement.

Thank you for your time and consideration. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Title]
[Union Name]