

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Union Name]
[Union Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. As we continue to uphold our commitment to constructive dialogue and collaboration, I would like to formally initiate negotiations regarding [specific issues or topics to be negotiated, e.g., wage adjustments, working conditions, benefits].

We believe it is essential to address these matters in a way that reflects the interests and concerns of both the employees represented by your union and the management of [Your Company/Organization Name].

To this end, we propose scheduling a meeting on [suggest date and time] at [location or indicate if virtual]. This will allow us to openly discuss our perspectives and work towards mutually beneficial agreements. Please let us know your availability and any additional topics you would like to include in the agenda.

Thank you for your attention to this matter. We look forward to your prompt response and to a fruitful negotiation process.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]