

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

Dear [Union Representative's Name],

I am writing to formally address an issue concerning [specific concern, e.g., working conditions, contract negotiations] that I believe requires the union's attention. As a member of [Union Name], I understand the importance of collective representation and support in ensuring our rights are upheld in the workplace.

[Briefly explain the issue, providing any relevant details, including dates, specific incidents, and how it impacts you and your coworkers.]

I believe that the union has the resources and the authority to help us address this situation effectively. I kindly request a meeting to discuss this matter further and explore potential solutions.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Employee ID (if applicable)]