

[Your Name]  
[Your Title/Position]  
[Union Name]  
[Union Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Employer's Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Request for Collective Bargaining

We are writing to formally request a meeting to engage in collective bargaining on behalf of the employees represented by [Union Name].

As you are aware, [Union Name] has been recognized as the exclusive bargaining representative for the employees in [specific bargaining unit] under the National Labor Relations Act. In accordance with our rights and responsibilities, we seek to negotiate terms and conditions of employment for our members.

Please provide us with your availability to meet within the next [time frame] so we can address important issues including, but not limited to, wages, benefits, work schedules, and workplace safety.

We look forward to your prompt response to this request.

Sincerely,

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