

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Bargaining Proposals

We are writing to present our bargaining proposals as part of the negotiation process for [specific agreement, e.g., collective bargaining agreement, labor contract, etc.]. Our proposals are aimed at addressing the needs and concerns of our members and fostering a productive and cooperative relationship between our organizations.

1. ****Wage Increases****

- Proposal: [Describe proposed wage increases or changes, e.g., percentage, effective date]

2. ****Benefits Improvement****

- Proposal: [Outline proposed changes to benefits, e.g., healthcare, retirement plans]

3. ****Working Conditions****

- Proposal: [Detail any changes or improvements needed regarding workplace conditions, safety standards]

4. ****Job Security****

- Proposal: [Outline job security measures, e.g., layoffs procedures, seniority rights]

5. ****Grievance Procedures****

- Proposal: [Propose changes to existing grievance procedures]

We believe these proposals will help enhance the working environment and strengthen our partnership. We look forward to discussing these proposals further during our upcoming bargaining sessions.

Thank you for your attention to these matters. We hope to schedule a meeting to address these proposals at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]