

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

Dear [Recipient Name],

Subject: Request for Collective Bargaining

I am writing to formally request the initiation of collective bargaining on behalf of [Union Name or Employee Group]. As representatives of the employees at [Location/Company Name], we seek to negotiate terms and conditions of employment, including but not limited to wages, hours, and working conditions.

In accordance with the National Labor Relations Act, we are prepared to engage in discussions and reach mutually beneficial agreements. We request your availability to meet and begin this process at your earliest convenience.

Please respond by [specific date], indicating your willingness to meet and proposed dates for discussions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Union Name or Employee Group]