

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Collective Bargaining

We are writing to formally request a meeting to engage in collective bargaining on behalf of [Union Name], representing the interests of [Number] employees at [Company Name]. As you are aware, the National Labor Relations Act (NLRA) entitles employees to organize, bargain collectively, and engage in protected concerted activities.

We propose to discuss the following topics during our bargaining sessions:

1. [Specific Topic 1]
2. [Specific Topic 2]
3. [Specific Topic 3]

We kindly ask that you confirm your availability for a meeting on or before [Proposed Date]. We look forward to working collaboratively to reach an agreement that benefits both parties.

Thank you for your attention to this important matter. Please respond at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

[Union Name]

[Your Contact Information]