## horizontal line**Labour Business Letter**

#### **[Your Name]**

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

#### **[Recipient’s Name]**

[Recipient’s Position]  
[Recipient’s Company/Organization]  
[Address]  
[City, State, Zip Code]

**Dear [Recipient’s Name]:**

I am writing on behalf of [name of labor union or organization] to address [specific labor issue, such as work conditions, wage negotiations, etc.]. We believe that [details of the issue] are vital to ensuring fair treatment and safety for all employees at [workplace].

We request a meeting at your earliest convenience to discuss possible solutions and ways to improve [specific areas of concern]. We appreciate your attention to this matter and look forward to your response.

**Sincerely,**

[Your Name]  
[Position]  
[Union/Organization Name]