

Sample Letter #1 To Get a Copy of Your Union Contract

Change the names and information to fit your situation. Keep a copy of all correspondence and receipts.

By the Association for Union Democracy, www.uniondemocracy.org

BY CERTIFIED MAIL

April 7, 2000

Bernard Weiner, President

United Workers of America, Local 3

735 Wythe Ave.

Brooklyn, NY 11211

Dear Brother Weiner,

I am writing to request a copy of the current collective bargaining agreement between Local 3 and Overwork Manufacturing Corp.

I have worked at the Overwork Manufacturing Corp. as a machine operator and have been a member of Local 3 for 15 years. I understand that it is my right under the Labor-Management Reporting and Disclosure Act to have a current and true copy of the Collective Bargaining Agreement and all related agreements (signed by both parties) that apply to me.

Please send me a copy of the collective bargaining agreement between Local 3 and Overwork Manufacturing Corp. to the address below or let me know when I can come to the office to obtain a copy of the agreement. I ask to receive a copy of the contract by April 21, 2000.

Thank you for your assistance.

Sincerely,

Luis Cruz

203 West 116th Street, Apt. 3B

New York, NY 10034

(212) 456-9876