

Letter Template for Union Negotiation Next Steps

Date: [Insert Date]

To: [Recipient's Name]
[Title]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

As we move forward following our recent union negotiations, we would like to outline the next steps to ensure a smooth and effective process:

1. **Review of Proposals:** Both parties will review the proposals submitted during the last meeting.
2. **Follow-up Meeting:** We propose scheduling a follow-up meeting on [insert date]. Please confirm your availability.
3. **Feedback Collection:** We encourage all members to submit their feedback by [insert deadline].
4. **Finalization of Agreements:** A draft agreement will be circulated by [insert date] for final review.

Thank you for your continued collaboration as we work toward a mutually beneficial agreement. We look forward to your response and to a productive follow-up meeting.

Sincerely,

[Your Name]
[Your Title]
[Union Name]
[Contact Information]