

# Collective Bargaining Agreement Review

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to initiate the review of our current Collective Bargaining Agreement (CBA) as outlined in Article [insert article number] of our existing contract. It is essential for us to assess our agreement to ensure it continues to meet the needs and expectations of both parties involved.

We propose a meeting to discuss potential amendments or updates, as well as any concerns that may have arisen since the last review. Please let us know your availability in the coming weeks to schedule this important discussion.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]