

To Whom it May Concern,

_____ Education Association is the duly certified exclusive bargaining agent for the bargaining unit at _____ District. This letter serves as notice that the _____ Education Association wishes to commence negotiations on or before November 1, 2024, for the 2025-2026 school year. We request to meet at _____(TIME) on _____(DATE) at _____(LOCATION) to begin negotiations. If you have a conflict on this date, please promptly provide us with an alternative date to commence negotiations.

Thank you for your timely consideration of this request to bargain.

Sincerely,
