Firstname Surname

Title

Employer

Address

Dear Name, Date

**Re; staff representation at *insert employer***

I am writing as the Regional Organiser of Prospect trade union in the South West to introduce you to the union and request a meeting to discuss representation.

Prospect is a politically independent trade union, run and funded by our 157k members working as specialists, predominantly in science, engineering and technology. The union has many years of experience representing members and working with employers constructively. In the Bristol/Bath area we have members at the Environment Agency, BT, Babcock, Met Office, National Trust and the American Museum and Gardens, for example.

A number of staff at *insert employer* have become members of Prospect. They have done so in order to gain access to individual services and support, but also ultimately to convey their collective voice on matters important to them at work.

Prospect representation at work is very much part of day to day employee relations for the employers mentioned above. We encourage member participation within ‘branches’ to ensure dialogue is meaningful and constructive on behalf of members rather than externally imposed.

Members at *insert employer* have indicated that they would like to establish the same with their employer via Prospect, and I would like to request a meeting to discuss this with you.

I look forward to hearing from you shortly.

Yours Sincerely

Chris Perry, Regional Organiser