

Example 3

To: jane.smith@gmail.com
Subject: Confirmation of Submission of Electronic Authorization to Local 123 of the Widget Makers Union to Represent You

Dear Jane Smith:

This email is to confirm that Local 123 of the Widget Makers Union received an electronic submission of authorization from you to represent you and other employees of XYZ Manufacturing for purposes of collective-bargaining.

The information that we received from you was as follows:

- a. **Name:** Jane Smith
- b. **Email address:** jane.smith@gmail.com
- c. **Telephone number:** (555) 555-5555
- d. **Language You Agreed To:** "I wish to be represented by Local 123 of the Widget Makers Union for purposes of collective bargaining."
- e. **Date Submitted:** June 30, 2015
- f. **Employer Name:** XYZ Manufacturing

If you did *not* submit this authorization, please immediately reply to this email and let us know that you did not submit the authorization.

If you submitted the information and it is correct, you do not need to do anything. We will provide you with further information about our efforts to represent you. If you submitted the information but you see there is an error in some of the information provided, please reply and provide the corrected information.

Thank you.

Local 123 Widget Makers Union
www.local123widgetmakers.com