

(put on your company letterhead)

Date:

Mr. Scott Lopez
Business Manager
Local Union #50
7570 Caple Blvd
Northwood OH 43619

RE: FOREMAN REQUEST

Dear Scott:

We would like to request _____, as Foreman
(name of person)
for the job at _____.
(where job is located)

We would like him/her to start on _____
(starting date)
and this job will run until _____.
(ending date)

If you have any questions, please call.

Respectfully submitted,