

(put on your company letterhead)

Date:

Mr. Richard Salisbury  
Business Manager  
Local Union #50  
7570 Caple Blvd.  
Northwood, OH 43619

RE: FOREMAN REQUEST

Dear Richard:

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,