

SAMPLE REQUEST LETTER

COMPANY LETTER HEAD

DATE:

**MR. ANTHONY NOVELLO
BUSINESS MANAGER, INTERIM
LOCAL UNION 582**

DEAR MR. NOVELLO,

NAME OF COMPANY REQUESTS TO SPONSOR

**MEMBER NAME, AS A (1ST, 2ND, OR 3RD YEAR APPRENTICE) INTO
LOCAL 582'S APPRENTICESHIP PROGRAM.
WE GUARANTEE SIX MONTHS OF WORK FOR HIM AFTER HIS
INITIATION.**

PLEASE DISPATCH TO JOB NAME, ADDRESS

**TO START DATE AND TIME, REPORT TO SUPERVISOR NAME & PHONE
NUMBER**

SIGNED BY:

AUTHORIZED COMPANY REPRESENTATIVE