

The following should only be considered a general guide and is based upon the information available as of the date of this correspondence. This guidance is subject to change.

VIA E-MAIL ONLY

[DATE]

[AGENCY LER/HER OFFICIAL]

[ADDRESS]

Reference: Demand to Bargain – SUBJECT MATTER

Dear [AGENCY OFFICIAL],

NAGE/IBPO Local _____ hereby demands to bargain fully concerning all bargaining matters relating to the return to in person work notice dated XX-XX-XXX. NAGE/IBPO Local _____ request to be briefed on the subject matter to prepare to bargain.

NAGE/IBPO Local further request that all remote or telework work policies, procedures and agreements remain status quo until bargaining has concluded. NAGE/IBPO Local is available at the following dates and times:

- XX/XX/XXXX
- XX/XX/XXXX
- XX/XX/XXXX

Thank you and we look forward to hearing from you soon to begin the process.

Sincerely,