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2. Print and Sign.
3. Make a copy then post the letter.
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*WHEN TO USE THIS LETTER:*Use this letter to make a request for a meeting with your employer. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR MEETING**

I am writing to request a meeting with you.

I would like to discuss the following issues with you:

[EXPLAIN WHAT YOU WANT TO DISCUSS AT THE MEETING]

Please contact me to arrange a suitable time. I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]