

[Your Name]

Address line 1

Address line 2

Postcode

**Voluntary Trade Union Recognition Template Letter**

[Recipient’s Name]

Address line 1

Address line 2

Postcode

Date

Dear [insert name]

**REQUEST FOR VOLUNTARY TRADE UNION RECOGNITION**

This is a formal request that [XXXX] school recognise the NASUWT and [XXXX] unions voluntarily for collective bargaining purposes in order that we may represent the bargaining unit consisting of teachers working for:

[XXXX] School

School address

The NASUWT and [XXXX] union have membership of a *significant proportion/the majority* of the workforce within this bargaining unit.

This request is being made under Schedule A1 of the Trade Union and Labour Relations (Consolidation Act) 1992. Under that procedure you have ten working days starting with the date after you received this letter to do one of the following:

* agree our request for recognition;
* agree to negotiate over recognition; or
* refuse our request.

If you reject our request or fail to respond as per Schedule A1 of the TULRA 1992, we confirm that we will take the next step under the procedure namely to apply to the Central Arbitration Committee for an order that you recognise the NASUWT and NEU in respect of the bargaining unit.

However, I hope that recourse to the statutory procedure will not prove necessary. We look forward to working with you in the spirit of co-operation on behalf of the teaching workforce in [XXXXX] school.

Yours sincerely

[insert name]