**TEMPLATE**

Dear Sister Perez:

Date:

My Name is Name, I am the add your Title, Teamster’s Affiliation, Teamster’s Local. I am contacting you to request recognition to start a Teamsters Hispanic Caucus chapter in (add your State). We have a large Hispanic community along with several eager union members willing to dedicate the necessary time needed to achieve the Teamsters National Hispanic Caucus Mission

(Add Mission Statement)

Outlined below is our board for the proposed Chapter:

President -

Vice President-

Secretary-Treasurer -

Recording Secretary -

Trustee –

(If you have additional board members for instance a 2nd Vice President, please add it)

We are very excited to have the opportunity to start a Teamsters Hispanic Caucus Chapter in (put your State) Please contact me at (Phone Number or Email) if there's any additional information needed.

Fraternally,