

Sender's Name,
Address
City, State, Zip Code
Phone Number: Area Code, Number
Email Address:

Date:

Union Name
Treasurer
Address
Email Address

Subject: Request Certified Copy of (name of union) Surety Bond Information

Dear

I am requesting information about (union name) (list all officers) Surety Bond that is filed with your department. According to the laws of our state, you are obligated to supply me with the name of the bonding company and the bond number.

Please provide me with this information within (48) hours.

Yours Sincerely,

(The Sender's Signature)