

[insert management side chair of JLNC's name]  
[insert management side chair of JLNC's job title]

SENT VIA EMAIL VIA: [insert management side chair of JLNC's email address]

[DATE]

**BMA Claim re: [insert headline of claim]**

Dear [insert management side chair of JLNC]

Please find enclosed with this letter a formal trade union claim submitted you by the BMA's Local Negotiating Committee (LNC) at [insert employer] for your attention and consideration.

We submit this claim in good faith as the formal and sole collective bargaining unit representing all medical and dental staff employed by [insert employer], and we request a written response to our claim from [insert employer] by [insert reasonable deadline date].

We look forward to receiving a written response to our claim in due course; if you have any queries in relation to this letter, please do not hesitate to contact us via email at [insert LNC chair email address] and [insert IRO/RSO email address].

Yours Sincerely,

[insert LNC chair's name]  
BMA Local Negotiating Committee Chair,  
[Insert Employer]

[insert IRO / RSO name]  
BMA Industrial Relations Officer

