Director

Department

Address

Dear Mr./Mrs.:

I am writing to urge you to join Service Employees International Union, Local 1000 in its recommendation to the California Human Resources Department for a permanent increase to the salary of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ classification series in our Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This request was submitted because as you know, the level of pay for this series has not kept pace with others doing the same or similar work and has caused our department to have serious recruitment and retention issues. When we cannot hire or maintain qualified staff at the level we have come to expect, all of California suffers.

Thank you for your support in fixing this issue and ensuring that our classification and department continue providing the excellent services we are proud to deliver.

Sincerely,

Your Name

Classification

Department