**Name** • Union Title

Mailing Address • City, State #####

Mobile: ###-###-#### • Email: email address

Date

Donald R. Stakes, Director

Labor Management Relations

U.S. Customs and Border Protection

1400 L Street NW

Washington DC 20229

Subject: Insert Subject Here

Dear Mr. Stakes,

Type letter here.

Sincerely,

Your Name (No need to type title here – make sure you update your info in the header)