**Letter to Financial Institutions**

Date [INSERT DATE]

Mr./Ms. [NAME]

[ADDRESS]

Dear Mr./Ms. [NAME]:

The members of the [ASSOCIATION NAME] are now engaged in negotiations towards a new union contract with the University of [INSTITUTION NAME].

These negotiations began on [DATE], and we are continuing as of this date. We hope a satisfactory collective agreement will be reached. If, however, there is an impasse resulting in strike or lock-out, many of our members on the picket lines will be without their regular employment earnings during the work stoppage.

We have many members who have loans with your institution. We are advising them that if their personal circumstances require, they should seek to reach an accommodation directly with your branch managers for a temporary deferral of payments on loans.

It is my hope that your institution will honour our members’ patronage with your co-opera­tion, so that individuals and their families will not face undue hardship.

If you require further information or clarification about the situation, please contact me at [EMAIL FOR PRESIDENT OR CHAIR OF FINANCE COMMITTEE].

Yours sincerely,

[NAME]

[PRESIDENT / CHAIR OF FINANCE COMMITTEE]

[ASSOCIATION NAME]