**SAMPLE LETTER TO CREDITORS**

**Input your information into sections in brackets [sample]**

*[DATE]*

*[CREDITOR NAME]*

*[CREDITOR ADDRESS]*

Dear Sir or Madam:

I am a UNITE HERE! Local 5 hotel worker in the State of Hawaii and need your help. Although, every effort is being made to settle the hotel contract with [*EMPLOYERS NAME]*, there is a very real possibility that UNITE HERE! Local 5 hotel workers will be forced to go on strike. During the strike period, my employer will not pay workers who are out on strike.

I have a [*LOAN/CREDIT CARD BALANCE/OUTSTANDING BALANCE]* with your institution and would like to work out an alternate payment plan should the hotel workers go out on strike. My account number is [*ACCOUNT NUMBER]* and the current outstanding balance is [$\_\_\_\_\_\_]. Please contact me at the address below or at [( ) \_\_\_-\_\_\_\_\_\_ ] to let me know what options are available.

Going on strike is not something UNITE HERE Local 5 workers would choose to do if the situation we face in our profession was not so dire. We appreciate every effort you can make to accommodate us during this difficult time. We are fighting for our family's future in Hawaii.

Sincerely,

*[Signature]*

[*PRINT NAME AND ADDRESS*]