

ATTACHMENT 4D3

FIRST SAMPLE LETTER TO CHARGED PARTY RE: UNILATERAL SETTLEMENT AGREEMENT

(date)

Charged Party Rep.
(Name and Address)

Re: (case name and #)

Dear Mr./Ms. (Name):

Enclosed is a copy of a Settlement Agreement and cover letter I have approved in the captioned case.

Because the Charging Party is not a party to the Settlement Agreement, the Respondent does **not** commence performance of the terms and provisions of the agreement until you have been notified that no appeal has been filed or that the General Counsel has sustained the Regional Director. Upon such notification, you should promptly take the actions described in the Settlement Agreement.

Please direct all other communications and any requests for assistance or information to the Authority Agent named below.

Sincerely,

Regional Director

Authority Agent: (name)
Enclosure

cc: Charging Party