

*Sample Letter*

Mr. Hugh MacIntosh  
General Manager  
Woodfin Suites  
5800 Shellmound  
Emeryville, CA 94608  
Fax#: 510-601-5833

Date

Dear Mr. MacIntosh:

I am writing to inform you that \_\_\_\_\_ will not be using the Woodfin Suites as long as workers have called for a boycott of the hotel. Please advise us when the dispute is resolved. Thank you.

Sincerely,

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cc: Brooke Anderson  
EBASE  
1814 Franklin St., Suite 325  
Oakland, CA 94612  
Fax # 510-893-7010