

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: National Labor Relations Act (NLRA) Election Notice

We are writing to inform you of an upcoming election regarding representation under the National Labor Relations Act (NLRA). This election will determine whether employees at [specific location or department] will be represented by [Union Name] for collective bargaining purposes.

Election Details:

- Date of Election: [Insert Date]
- Time of Election: [Insert Time]
- Location of Election: [Insert Location]

Your participation in this election is important as it allows you to express your preference regarding union representation. All eligible employees are encouraged to vote.

For further information about your rights under the NLRA or the election process, please feel free to reach out to [Contact Person/Department] at [Phone Number] or [Email Address]. You may also visit [Website URL] for more details.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]