

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to NLRA Inquiry

I hope this letter finds you well. I am writing in response to your recent correspondence regarding the National Labor Relations Act (NLRA) and the issues raised therein.

[Paragraph 1: Acknowledge the inquiry and state your position or response briefly.]

[Paragraph 2: Provide details supporting your position, citing any relevant facts, policies, or regulations.]

[Paragraph 3: Address any specific concerns or questions raised in their inquiry.]

[Paragraph 4: Offer potential solutions or steps moving forward; invite constructive dialogue if applicable.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Your Organization] (if applicable)