

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

National Labor Relations Board

[Regional Office Address]

[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to [state the purpose of your letter, e.g., submit a complaint, request information, etc.].

[Provide relevant details and background information].

[Explain any actions you have taken and any relevant legal references].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]