

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

National Labor Relations Board

[Regional Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Title],

Subject: Request for Mediation in [Case/Issue Reference Number]

I am writing to formally request mediation regarding [briefly describe the situation or issue, e.g., an ongoing dispute, collective bargaining process, etc.] involving [parties involved, e.g., the union name and/or company name].

We believe that mediation can provide a constructive avenue to resolve our differences and foster a cooperative relationship moving forward.

[Briefly outline the context and any prior attempts at resolution].

We appreciate your attention to this matter and look forward to your guidance on the next steps in the mediation process.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]