

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

[Recipient Name]
[Title/Position]

National Labor Relations Board

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

Dear [Recipient Name],

Subject: Response to NLRB Investigation - Case No. [Case Number]

I am writing in response to the investigation initiated by the National Labor Relations Board concerning [brief description of the issue, e.g., unfair labor practices]. We appreciate the opportunity to address the concerns raised in this matter.

[Paragraph 1: Provide background information relevant to the investigation, including any key events, dates, and the parties involved.]

[Paragraph 2: Address specific allegations or concerns raised by the NLRB, providing a factual response and any relevant evidence or documentation that supports your position.]

[Paragraph 3: Outline any corrective actions taken or planned, and express your commitment to complying with labor laws and maintaining a positive relationship with employees and unions.]

Thank you for your attention to this matter. We look forward to cooperating fully with the NLRB investigation and are hopeful for a resolution that reflects the best interests of all parties involved.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]