

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

[Recipient Name]
[Recipient Title]

National Labor Relations Board

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

Dear [Recipient Name],

Subject: Representation Issues Case No. [Case Number]

I am writing to address current representation issues related to [specific issue or case]. We are experiencing concerns that [briefly describe the concerns, e.g., employee representation rights, union representation challenges, etc.].

In light of these issues, we request the NLRB's assistance in clarifying the rights and obligations of all parties involved, as well as guidance on how best to proceed in accordance with the National Labor Relations Act.

Furthermore, we would appreciate any relevant information or precedents that could assist in resolving this matter amicably and constructively. Thank you for your attention to this important issue. Please feel free to contact me at [your phone number] or [your email] should you require further information or wish to discuss this matter in more detail.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]