

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

[Recipient Name]  
[Recipient Title]  
[NLRB Regional Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Letter of Intent

I am writing to formally express my intent regarding [briefly state the purpose, e.g., filing a charge, petitioning for an election, etc.] under the jurisdiction of the National Labor Relations Board (NLRB).

The details are as follows:

- **Affected Parties:** [List the names of the parties involved]
- **Specific Issues/Concerns:** [Briefly outline the issues you would like to address]
- **Desired Outcome:** [Describe what you hope to achieve through this communication]

I kindly request a meeting or a follow-up to discuss this matter further. Attached are any relevant documents that may assist in understanding the context of my intent.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position (if applicable)]  
[Your Organization (if applicable)]  
[Additional Attachments, if any]