

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally express my intention to hold an election for the purpose of selecting a union representative for the employees at [Company Name]. As per Section 9(c) of the National Labor Relations Act, we believe that it is in the best interest of the employees to have a collective voice in our workplace.

We, the undersigned employees, have expressed our desire to be represented by [Union Name] for the purposes of collective bargaining. Attached to this letter is a petition signed by a majority of employees in the proposed bargaining unit, demonstrating our support for union representation.

We request that the National Labor Relations Board (NLRB) arrange for a secret ballot election to be conducted at the earliest possible date. We are prepared to comply with all necessary procedures to facilitate this process.

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

Sincerely,

[Your Name]  
[Job Title or Position]  
[Company Name]  
[Attachment: Petition for Union Representation]