

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

National Labor Relations Board

[Local NLRB Office Address]
[City, State, ZIP Code]

Dear [NLRB Representative's Name or "NLRB Representative"],

Subject: [Brief Subject of the Letter]

I am writing to formally [state your purpose - e.g., file a complaint, request information, etc.] regarding [provide a brief description of the issue or situation].

[Provide a detailed account of the situation, including relevant dates, actions taken, and any previous communications.]

As a result of these circumstances, I believe that [explain how the situation pertains to labor relations, rights, or any relevant NLRB regulation]. I am requesting [state your request clearly, whether it be an investigation, clarification, assistance, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]