

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

National Labor Relations Board

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

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: [Brief Description of the Matter]

I am writing to formally address my concerns regarding [specific issue, e.g., unfair labor practices, union election, etc.] related to [specific details about your case or situation].

[Provide a brief description of the events that have occurred, including relevant dates, parties involved, and actions taken.]

I believe that these actions may violate [specific laws or regulations, if applicable]. I would like to request your assistance in addressing this matter.

Please let me know if you require any further information or documentation to aid in your investigation.

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

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Organization, if applicable]