

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

[Recipient Name]  
[National Labor Relations Board]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to NLRB Inquiry - Case Number [XXXXXX]

I am writing in response to your inquiry dated [date of the NLRB inquiry letter], regarding the matter related to [briefly describe the subject of the inquiry]. We appreciate the National Labor Relations Board's commitment to upholding fair labor practices.

[Provide a brief overview of your perspective or response. Include any relevant details, facts, or evidence that support your position. Address any specific points raised in the inquiry.]

Furthermore, [mention any additional information or documentation you are providing, if applicable].

Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]