

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[National Labor Relations Board]
[Regional Office Address]
[City, State, Zip Code]
Subject: Submission of [Type of Submission, e.g., Charge, Petition, etc.]
Dear [Regional Director or Appropriate Title],
I am writing to formally submit [describe the nature of your submission, e.g., a charge of unfair labor practices, a petition for union representation].
[In this section, provide a detailed description of the issue at hand, including relevant dates, parties involved, and specific actions or incidents that occurred. Be concise but thorough in outlining your claims or requests.]
Attached to this letter, you will find [list any documents or evidence you are including, such as affidavits, emails, or witness statements].
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]
[Attachments: List of documents provided]