

[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: Grievance Submission

Dear [NLRB Regional Director's Name],

I am writing to formally submit a grievance regarding [briefly describe the issue, e.g., unfair labor practices, violation of rights, etc.]. The details of the grievance are as follows:

1. **\*\*Parties Involved\*\***:

- Complainant: [Your Name/Union Name]
- Respondent: [Company/Employer Name]

2. **\*\*Date of Incident\*\***: [Date of the incident]

3. **\*\*Description of the Grievance\*\***:

[Provide a detailed description of the grievance, including specific actions taken by the employer and how they violate labor laws or collective bargaining agreements.]

4. **\*\*Supporting Evidence\*\***:

[List any supporting documents or evidence attached with the submission, e.g., witness statements, emails, company policies.]

5. **\*\*Resolution Sought\*\***:

[Clearly state what you seek as a resolution to the grievance, e.g., reinstatement, back pay, changes in policy.]

I believe this grievance warrants the attention of the National Labor Relations Board and respectfully request that you investigate this matter.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if mailed)]  
[Your Printed Name]  
[Your Job Title/Position (if applicable)]  
[Union Name/Representation (if applicable)]