

[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: Request for Hearing

Dear [NLRB Regional Office/Specific Individual's Name],
I am writing to formally request a hearing regarding [briefly describe the issue or case, e.g., "unfair labor practices", "union representation", etc.].

Case Number: [Insert case number if applicable]

Complainant: [Your Name/Organization]

Respondent: [Name of the opposing party]

The basis for my request includes:

1. [Briefly outline key points or evidence]
2. [Continue with additional points as necessary]
3. [Conclude with any pertinent information]

I kindly ask that you schedule a hearing at your earliest convenience to resolve this matter. Please confirm receipt of this letter and the next steps in the process.

Thank you for your attention to this request.

Sincerely,

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