

[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 Mediation

Dear [Regional Director's Name or "To Whom It May Concern"],
I am writing to formally request mediation under the jurisdiction of the National Labor Relations Board regarding a dispute that has arisen between [Union Name] and [Employer Name].

Background:

[Provide a brief description of the situation, including relevant dates, parties involved, and specific issues that have led to the request for mediation.]

Proposed Resolution:

[Outline the desired outcomes or solutions you hope to achieve through mediation.]

We believe that mediation is a beneficial step toward resolving this matter amicably and fostering a positive working relationship between all parties involved.

Please let us know the next steps in the mediation process and any information you may require from our side. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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