

[Your Name]
[Your Title]
[Your Office/Department]
National Labor Relations Board
[Office Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

RE: Notice of Hearing

Dear [Recipient Name],

This letter serves as a formal notice of a hearing scheduled under the National Labor Relations Act.

****Hearing Details:****

- ****Date:**** [Date of Hearing]
- ****Time:**** [Time of Hearing]
- ****Location:**** [Location of Hearing]

****Case Information:****

- ****Case Number:**** [Case Number]
- ****Parties Involved:**** [List of Parties]

Please be advised that the purpose of this hearing is to address the matters outlined in the charge filed on [Date of Charge]. All parties are encouraged to be prepared with relevant documentation and witnesses to support their case.

If you have any questions regarding this notice or the hearing, please do not hesitate to contact my office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]

National Labor Relations Board