

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

National Labor Relations Board

[Regional Office Address]
[City, State, Zip Code]

Dear [NLRB Representative's Name or "To Whom It May Concern"],
I am writing to submit a representation card for [Union/Organization Name] on behalf of employees at [Workplace/Company Name].
Attached, please find the representation card that signifies the interest of the employees in the formation of a union. We are requesting that the NLRB recognize our collective desire to engage in collective bargaining. We have gathered sufficient signatures from employees, demonstrating their support for union representation.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position (if applicable)]
[Employee ID (if applicable)]

Attachments: Representation Card