

[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 Union Representation

Dear Sir/Madam,

I am writing to request assistance regarding union representation for employees at [Employer's Name]. We believe that our rights as workers are not being adequately represented, and we wish to pursue the option of forming a union.

Details of the situation are as follows:

- Employer Name: [Employer's Name]
- Address of Employer: [Employer's Address]
- Number of Employees Seeking Representation: [Number]
- Brief Description of Issues: [Briefly describe grievances or reasons for seeking union representation]

We understand that it is our right to organize and engage in collective bargaining, and we would appreciate your guidance in this process. Please find attached documents that support our request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title/Position] (if applicable)
[Union Affiliation] (if applicable)
Attachments: [List of Documents]