

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Organization's Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Workplace Investigation

I hope this message finds you well.

This letter serves to inform you that the National Labor Relations Board (NLRB) will be conducting an investigation regarding [briefly state the reason for the investigation, e.g., alleged unfair labor practices, worker complaints, etc.].

The investigation will begin on [start date] and is expected to conclude by [end date]. We kindly request your cooperation in this process, as your input is valuable for a thorough investigation.

Key details of the investigation are as follows:

- ****Nature of Allegations:**** [Brief description of the allegations or concerns]
- ****Date of Incident(s):**** [Specific dates or time frame]
- ****Individuals Involved:**** [Names or titles of individuals, if applicable]

Please be aware that we may request additional documents, records, or further interviews as part of the investigation. Your prompt response and cooperation will greatly assist in expediting the process.

If you have any questions or require further clarification, please feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

National Labor Relations Board