

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: National Labor Relations Act (NLRA) Certification

We are writing to formally request certification under the National Labor Relations Act (NLRA) for the [specific unit or group of employees] at [location or facility name].

Details of the certification request are as follows:

- **Union's Name:** [Union Name]
- **Date of Recognition or Election:** [Date]
- **Description of the Bargaining Unit:** [Description of the group]
- **Number of Employees in the Bargaining Unit:** [Number]

We believe that this request meets all the requirements set forth under the NLRA and is in compliance with the necessary provisions for certification. Enclosed please find [mention any attached documents, e.g., election results, union authorization cards, etc.].

We appreciate your prompt attention to this request and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]