

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Legal Notice Under the National Labor Relations Act (NLRA)

Dear [Recipient's Name],

I am writing to formally notify you regarding [briefly describe the issue, e.g., unfair labor practices] that has arisen within [specify the context, e.g., our workplace, our union].

The specific actions that I believe constitute violations of the NLRA include [list specific actions, behaviors, or events, with dates if possible]. These actions have collectively undermined [explain the impact, e.g., my rights, the rights of employees, collective bargaining agreements].

Under the NLRA, employees have the right to [mention relevant rights, e.g., organize, join unions, engage in concerted activities]. The actions taken by [Company Name] appear to inhibit these rights, which is a violation of federal law.

I request that [specify what you want, e.g., a meeting to discuss this issue, a cessation of the offending behavior, a corrective action].

Please respond by [insert a deadline for response], so we can resolve this matter amicably.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Union Name, if applicable]