

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

Subject: Protected Concerted Activity

I am writing to inform you about a concern affecting me and my colleagues regarding [briefly describe the issue, e.g., workplace safety, pay, hours]. This letter serves as a formal request to engage in discussions about this matter, as it falls under the protections provided by the National Labor Relations Act (NLRA).

As you may know, the NLRA protects employees' rights to engage in concerted activities for mutual aid or protection. It is important that we address these concerns collectively to ensure a fair and safe work environment for all employees.

Therefore, I request a meeting to discuss this issue at your earliest convenience. I believe that open communication will lead to a productive resolution.

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

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Contact Information]