

**PLEASE REVIEW THE FOLLOWING  
IMPORTANT INFORMATION  
BEFORE FILLING OUT A WITHDRAWAL REQUEST**

- Please call the Board Agent to whom your pending petition or charge is assigned for assistance in filing a withdrawal request. The Board Agent will be happy to answer your questions about the withdrawal request form or to draft the withdrawal request form on your behalf. Seeking assistance from the Board Agent to whom your charge or petition is assigned may help you to avoid having the processing of your withdrawal request delayed or having your charge or petition dismissed because of mistakes made in completing the form.
- Please enter the complete case name(s) and assigned case number(s) of the charge(s) or petition(s) for which the withdrawal request is being submitted.
- After completing the withdrawal request form, be sure to sign and date the withdrawal request and mail, fax or hand deliver the completed form to the appropriate Regional Office.
- A withdrawal of the charge or petition is not automatic upon the filing of the form. The Regional Director must approve the withdrawal request. Generally, you should orally inform the Board Agent to whom your case is assigned that you intend to file such a request and the date you will send it to the Regional Office. If a withdrawal request is not received within the time period communicated to the Board Agent to whom your charge or petition is assigned, the Board Agent may recommend that the charge be dismissed.

UNITED STATES OF AMERICA  
NATIONAL LABOR RELATIONS BOARD

**WITHDRAWAL REQUEST**

In the matter of \_\_\_\_\_  
*(Name of case)* *(Number of case)*

This is to request withdrawal of the *(petition)* *(charge)* in the above case.

\_\_\_\_\_  
*(Name of Party Filing)*

Withdrawal request approved

By \_\_\_\_\_  
*(Name of Representative)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
Regional Director,  
National Labor Relations Board.

Date \_\_\_\_\_