

XYZ Corp.
123 Street
City, State Zip Code

March 26, 2019

Executive Secretary
U.S. Occupational Safety and Health Review Commission
1120 20th Street, N.W., 9th Floor
Washington, D.C. 20036-3457

Dear Executive Secretary;

I request Simplified Proceedings. The Review Commission Docket Number assigned to my case is 99-9999.

Very truly yours,

[Company official's name]