

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Fair Work Commission

[FWC Address]  
[City, State, Zip Code]

Dear Fair Work Commission,

Subject: Application for [Nature of Application]

I am writing to apply for [specific type of application], as per  
[relevant legislation/section].

Details of the matter:

- Applicant: [Your Name]
- Respondent: [Respondent's Name]
- Date of incident: [Date]
- Brief description of the issue: [Concise summary of the situation and your request].

Attached are relevant documents supporting my application. I seek  
[specific outcome you are requesting].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]