

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

Fair Work Commission

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

Subject: Application Submission for [Specific Matter or Issue]

Dear Fair Work Commission,

I am writing to formally submit my application regarding [briefly describe the matter, e.g., unfair dismissal, general protections dispute, etc.].

Details of the application are as follows:

1. Applicant Name: [Your Full Name]
2. Contact Information: [Your Email and Phone Number]
3. Respondent Name: [Employer/Company Name]
4. Employment Details:
 - Position: [Your Job Title]
 - Employment Period: [Start Date] to [End Date]
5. Nature of Dispute: [Provide a brief description of the dispute]
6. Relevant Information:
 - [List any important dates, incidents, or evidence relevant to your case]

Attached to this letter, you will find the necessary supporting documents, including [list any relevant attachments, e.g., employment contract, correspondence, etc.].

I respectfully request that the Commission consider my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]