

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

[Recipient Name]  
[Position]  
[National Labor Relations Commission (NLRC)]  
[Office Address]  
[City, State, Zip Code]

Subject: Complaint Against [Company/Individual Name]

Dear [Recipient Name],

I. Introduction

- Briefly introduce yourself and your relationship to the matter at hand.
- State the purpose of the letter.

II. Statement of Facts

- Present a clear and concise summary of the facts surrounding the complaint.
- Include relevant dates, events, and any efforts made to resolve the issue informally.

III. Grounds for the Complaint

- Outline the specific legal grounds for the complaint.
- Cite relevant laws or regulations that support your claims.

IV. Relief Sought

- Clearly state the resolution you are seeking from the NLRC.

V. Closing

- Thank the recipient for their attention to the matter.
- Provide your contact information for any follow-up questions.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]