

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

National Labor Relations Commission

[Specific Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: [Subject of Your Letter]

I am writing to formally address [briefly state the purpose of your letter, e.g., a dispute, complaint, inquiry, etc.].

[Provide details about the situation, including relevant dates, parties involved, and any prior correspondence or actions taken.]

I kindly request your assistance in [mention the specific action you are seeking from the NLRC, e.g., mediation, resolution, investigation, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]