

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

[Recipient Name]
[Recipient Position]
[NLR Council/Agency Name]
[Address]
[City, State, ZIP Code]

Subject: Complaint Submission

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., "unfair labor practices" or "violation of labor rights"].

****Details of the Complaint:****

- ****Complainant Information:****

- Name: [Your Name]
- Position: [Your Position]
- Company: [Company Name]
- Date of Hiring: [Date]

- ****Respondent Information:****

- Company: [Employer's Company Name]
- Address: [Employer's Address]

- ****Nature of the Complaint:****

- [Provide a detailed account of the incident(s), including dates, locations, and any relevant facts. Be concise but thorough.]

- ****Supporting Evidence:****

- [List any documents, witnesses, or other evidence you are submitting to support your claim.]

****Resolution Sought:****

[Clearly state what you hope to achieve from this complaint, e.g., reinstatement, compensation, etc.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]