

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

National Labor Relations Commission

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

Dear [Recipient's Name/ Title],

Subject: Submission of [Title of Submission]

I am writing to formally submit [briefly describe the purpose of the submission, e.g., a complaint, appeal, or other relevant documentation].

[Provide a brief description of the background and details related to your submission, including any relevant case numbers or previous correspondence.]

Attached to this letter are the following documents for your consideration:

1. [Document Title or Description]
2. [Document Title or Description]
3. [Document Title or Description]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]