

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

[Recipient's Name]
[Recipient's Title]
[National Labor Relations Commission]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: [Brief Subject of the Letter]

I am writing to formally address [specific purpose of the letter, e.g., a pending case, a request for information, etc.] regarding [case number or name of the case, if applicable].

[In this paragraph, provide background information or context regarding the case. Be clear and concise, stating the facts relevant to your letter.]

Furthermore, I would like to request [state any specific requests, such as documents, evidence, or a hearing]. I believe that this information will be critical for [explain the importance of your request].

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]