

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[National Labor Relations Commission (NLRC)]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Submission to NLRC

I am writing to express my intent to submit a formal complaint regarding [briefly describe the nature of the complaint, e.g., unfair labor practices, disputes regarding employment contracts, etc.].

The matter involves [provide a brief overview of the situation, including key details, dates, and parties involved]. I believe it is essential to address these concerns to ensure that the rights of all parties are upheld and that the matter is resolved in accordance with labor laws.

I plan to submit the completed forms and accompanying documentation by [insert submission date]. Should you require any further information or clarification prior to my submission, please do not hesitate to contact me using the information provided above.

Thank you for your attention to this matter. I look forward to your guidance on the next steps.

Sincerely,

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