

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

National Labor Relations Commission

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

Subject: Outline of Issues for Consideration

Dear [NLRC Contact Name or "NLRC Committee"],
I hope this letter finds you well. I am writing to formally outline the issues regarding [briefly state the nature of the issues, e.g., labor disputes, unfair practices, etc.] that I believe warrant the attention of the National Labor Relations Commission.

1. **Issue 1: [Title of Issue]**

- Description: [Provide a brief description of the issue, including key facts and any relevant dates.]

- Implications: [Explain the impact of this issue on employees/employers involved.]

- Supporting Evidence: [Mention any documents, witness statements, or other evidence that support this issue.]

2. **Issue 2: [Title of Issue]**

- Description: [Brief description of the second issue.]

- Implications: [Impact on stakeholders involved.]

- Supporting Evidence: [Related documents or testimony.]

3. **Issue 3: [Title of Issue]**

- Description: [Brief description of the third issue.]

- Implications: [Impact on stakeholders involved.]

- Supporting Evidence: [Related documents or testimony.]

In summary, I kindly request that the NLRC give thorough consideration to these outlined issues and provide guidance or resolution as deemed appropriate.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]