

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

[Recipient's Name]
[Recipient's Title]
[NLRC Address]

[City, State, Zip Code]

Subject: Complaint for [Brief Description of the Complaint]

Dear [Recipient's Name],

I, [Your Name], am writing to formally submit a complaint regarding
[provide a brief description of the issue, including the parties involved
and the nature of the dispute].

[Explain the details of the complaint: Include dates, specific incidents,
and any relevant evidence or documentation. Describe how the issue has
affected you and what resolution you are seeking.]

I believe this matter falls under the jurisdiction of the NLRC and
respectfully request that it be addressed promptly. I am ready to provide
any further information or documentation necessary to facilitate your
review of this complaint.

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]