

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

Dear [Recipient Name],

Subject: Follow-Up on Case No. [Insert Case Number]

I hope this message finds you well. I am writing to follow up regarding my case (Case No. [Insert Case Number]) submitted on [Insert Date of Submission]. I would like to inquire about the status of my case and any updates that may have emerged since my last correspondence.

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

Thank you for your assistance.

Sincerely,

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