

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

National Labor Relations Commission

[Commission Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Grievance Letter Regarding [Brief Description of the Issue]

I am writing to formally submit a grievance regarding [specific issue or incident] that occurred on [date]. This matter pertains to [briefly describe the nature of the grievance, e.g., unfair dismissal, violation of labor rights, etc.].

Details of the Incident:

- [Provide a detailed description of the incident, including essential facts, dates, and any relevant policies or agreements that were violated.]
- [Mention any witnesses or evidence that supports your case, if applicable.]

Efforts to Resolve:

- [Explain any previous attempts to resolve the issue directly with the employer or relevant parties, including dates and responses received.]

Request for Action:

I kindly request that the National Labor Relations Commission investigate this matter and take appropriate action to ensure that my rights are upheld and that a fair resolution is reached.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Position, if applicable]

[Union Name, if applicable]