

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

National Labor Relations Commission

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

Subject: Inquiry Regarding [Specific Issue or Case Number]

Dear [NLRC Official's Name or Title],

I am writing to inquire about [specific issue] related to [brief description of the situation or case number]. I would appreciate any information or guidance you can provide regarding the current status, relevant procedures, or additional requirements needed to address this matter.

[If applicable, provide a brief background of the situation or any previous correspondence related to this inquiry.]

Thank you for your assistance. I look forward to your prompt response regarding this inquiry.

Sincerely,

[Your Name]

[Your Position (if applicable)]