

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
National Labor Relations Commission
[Office Address]
[City, State, Zip Code]
Subject: Response to NLRC Notice
Docket No: [Docket Number]
Dear [Recipient's Name],
I am writing in response to the notice dated [Date of NLRC Notice]
regarding [Brief Description of the Issue].
[Provide a clear and concise explanation of your position, including any
relevant facts and arguments.]
I appreciate your attention to this matter and look forward to a fair
resolution.
Thank you for your consideration.
Sincerely,
[Your Name]