

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

Dear [Recipient Name],

Subject: Negotiation Request regarding NLRC Case [Case Number]

I hope this message finds you well.

We are writing to initiate formal negotiations concerning the ongoing NLRC case referenced above. As you are aware, the matter pertains to [brief description of the issue or subject of the case].

We believe that engaging in constructive dialogue will be beneficial for both parties and ultimately lead to a fair resolution. We are open to discussing potential solutions and compromises that may address the interests of both sides.

We would like to propose a meeting at your earliest convenience to discuss this matter further. Please let us know your available dates and times, and we will do our best to accommodate.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]