

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

National Labor Relations Commission

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

Subject: Request for Arbitration

Dear [NLRC Official's Name or "To Whom It May Concern"],

I, [Your Name], an employee of [Your Company Name], hereby file a request for arbitration with the National Labor Relations Commission concerning a dispute with my employer regarding [briefly describe the nature of the dispute, e.g., wrongful termination, unpaid wages, etc.].

1. ****Parties Involved****:

- Complainant: [Your Name, Position, Company Name]
- Respondent: [Employer's Name, Company Name]

2. ****Nature of the Dispute****:

- [Provide a brief overview of the issue, including dates, events, and any relevant agreements or contracts.]

3. ****Relief Sought****:

- [State what resolution you are seeking, e.g., reinstatement, back pay, etc.]

4. ****Supporting Documents****:

- [List any documents attached, such as employment contracts, pay stubs, termination letters, etc.]

Thank you for your attention to this matter. I request that the NLRC schedule a hearing at your earliest convenience. Please contact me via the information provided above for any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]