

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

National Labor Relations Commission

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

Subject: Appeal for [Brief Description of Your Case]

Dear [NLRC Official's Name/Title],

I, [Your Full Name], am writing to formally appeal the decision made by [Name of the Lower Court/Agency] regarding [briefly describe the case/decision, e.g., "my termination from employment on [date]"].

Case Details:

- Case Number: [Insert Case Number]
- Date of Decision: [Insert Decision Date]

I believe that the decision was [unjust/unfair/misinterpreted] due to [briefly explain reasons for appeal, e.g., "lack of substantial evidence," "misapplication of labor laws," etc.].

[Provide a detailed account of the circumstances surrounding your case, including any relevant facts, evidence, and legal bases for your appeal.]

In light of the above, I respectfully request the NLRC to [state your request, e.g., "review the decision," "overturn the ruling," etc.].

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position or Title, if applicable]