

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

[Recipient's Name]  
[Recipient's Position]  
[NLRC Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Documentation Letter

I am writing to formally submit the necessary documentation related to  
[briefly state the purpose, e.g., a pending case, application, etc.].

Enclosed with this letter are the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please review the attached materials at your earliest convenience. Should  
you require any further information or clarification, feel free to  
contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]