

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on NLRC Case [Case Number]

I hope this letter finds you well. I am writing to follow up on my previous correspondence regarding the NLRC case [case number] filed on [filing date]. As it has been [duration since last communication], I wanted to inquire about the status of my case and any developments since our last communication.

I appreciate your attention to this matter and kindly request an update at your earliest convenience. If there are any additional documents or information required from my end to expedite the process, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Optional: Your Job Title]
[Optional: Your Company Name]