

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

[Recipient's Name]  
[Recipient's Title]  
[National Labor Relations Commission]  
[Office Address]  
[City, State, Zip Code]

Subject: Grievance Submission

Dear [Recipient's Name],

I am writing to formally submit a grievance regarding [brief description of the issue, e.g., unfair labor practices, violation of rights, etc.].

Details of the Grievance:

- \*\*Employee Name:\*\* [Your Name]
- \*\*Employee ID:\*\* [Your Employee ID]
- \*\*Company Name:\*\* [Employer's Name]
- \*\*Date of Incident:\*\* [Date of the issue]
- \*\*Description:\*\* [Detailed description of the grievance including any relevant facts, witnesses, and evidence supporting your claim.]

I have attempted to resolve this matter through [mention any previous attempts to address the issue, e.g., discussions with HR, direct supervisor, etc.], but have not received a satisfactory resolution.

I kindly request the National Labor Relations Commission to investigate this matter and assist in reaching an equitable resolution.

Thank you for your attention to this matter. Please let me know if further information is required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]