

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

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

Subject: Notice of Hearing for [Case/Claim Number]

Dear [Recipient's Name],

I am writing to formally acknowledge the scheduled hearing before the National Labor Relations Commission (NLRC) regarding [brief description of the case or claim]. The details of the hearing are as follows:

**\*\*Date:\*\*** [Date of Hearing]

**\*\*Time:\*\*** [Time of Hearing]

**\*\*Location:\*\*** [Venue/Address]

**\*\*Case/Claim Number:\*\*** [Number]

As the [position/role, e.g., claimant, representative] in this matter, I intend to present the relevant evidence and arguments to support my position. I request any necessary accommodations or information needed for the hearing process.

Please confirm receipt of this letter and let me know if any further information is required prior to the hearing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]