

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

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

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Inquiry Regarding [Specific Issue/Concern]

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about [specific issue/concern] related to [briefly explain the context].

[Provide a detailed explanation of your inquiry, including any relevant dates, events, or documentation. Be concise but thorough in your description.]

I would appreciate any guidance or information you can provide regarding this matter, including [any specific questions you have]. If necessary, I am willing to provide further documentation or information to assist in this inquiry.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]