

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

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

Subject: NLRC Notice Letter

Dear [Recipient's Name],

I am writing to formally address [briefly state the purpose of the notice, e.g., a labor dispute, grievance, etc.]. This notice is pursuant to the National Labor Relations Commission (NLRC) guidelines and aims to inform you of [specific issues or concerns].

[Provide a detailed explanation of the situation, including relevant dates, incidents, and conditions. Be clear and concise.]

As per the requirements, I kindly request that you [state any specific request, action, or response you are seeking].

Please consider this letter as a formal notice regarding the matter. You may contact me at [your phone number] or [your email address] for further discussion. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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