

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

[Recipient Name]
[Recipient Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Notification of NLRC Case [Case Number]

Dear [Recipient Name],

I hope this letter finds you well.

This is to formally notify you of the National Labor Relations Commission (NLRC) case regarding [brief description of the case or issue], which has been assigned case number [Case Number].

Details of the case are as follows:

- Complainant: [Complainant's Name]
- Respondent: [Respondent's Name]
- Date of Incident: [Date]
- Hearing Date: [Date]
- Venue: [Location]

We kindly request your presence at the upcoming hearing to discuss the matter further. Please confirm your attendance by [RSVP Deadline].

Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]