

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

[Recipient Name]
[Recipient Title]

National Labor Relations Commission

[Recipient Address]
[City, State, Zip Code]

Subject: Response to [Specific Case/Complaint Number or Subject]

Dear [Recipient Name],

I hope this letter finds you well. I am writing in response to [specific complaint or case] regarding [brief description of issue].

[Paragraph 1: State the situation at hand, including any relevant details that pertain to the case.]

[Paragraph 2: Address the allegations, providing your perspective or defense against the claims made.]

[Paragraph 3: Include any supporting evidence or documentation that reinforces your position.]

[Paragraph 4: Summarize your request or the outcome you are seeking from the NLRC.]

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]