

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

The Executive Director
National Labor Relations Commission (NLRC)
[NLRC Address]
[City, State, Zip Code]

Subject: Submission of [Type of Submission]

Dear [Executive Director's Name],

I am writing to formally submit [describe the purpose of the submission, e.g., a complaint, petition, etc.] related to [brief description of the issue].

Details of the Submission:

- ****Party Involved****: [Name of the parties involved]
- ****Case Number****: [If applicable]
- ****Date of Incident****: [Date of the relevant incident]
- ****Brief Description****: [Provide a concise overview of the matter at hand]

Attached to this letter are the necessary documents supporting my submission, including [list the documents, e.g., evidence, forms, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at the above number or email if you require any further information.

Thank you.

Sincerely,

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