

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

National Labor Relations Commission

[Address of the NLRC]
[City, State, ZIP Code]

Subject: [Subject of the Letter]

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

I am writing to formally [state the purpose of your letter, e.g., "file a complaint regarding..."].

[Provide a detailed explanation of your situation, including relevant dates, names, and any important information related to your case.]

I have attached [list any documents you are including, such as evidence or correspondence] to support my claims.

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]