

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

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

Dear [Recipient's Name],

Subject: Complaint Regarding OEC Service

I hope this letter finds you well. I am writing to formally express my dissatisfaction with the service I received from the Overseas Employment Certificate (OEC) process on [specific date(s)].

During my experience with [specific department or individual], I encountered several issues that I believe require your attention:

1. **\*\*Issue Description:\*\***

- Detailed explanation of what happened. Include dates, times, and names of any involved staff members if applicable.

2. **\*\*Impact of the Issue:\*\***

- Explain how these issues have affected you personally or professionally.

3. **\*\*Previous Communications:\*\***

- Mention any prior attempts to resolve this matter, including dates and responses received.

In light of the above, I kindly request that you look into this matter and provide a resolution. I believe that a prompt and fair response will not only resolve my issues but also improve the service for others in the future.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachment: Any relevant documents or evidence related to the complaint]