

[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]