

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

Office of Employment Compliance (OEC)

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

Subject: Complaint Regarding [Brief Description of Issue]

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

I am writing to formally submit a complaint regarding [detailed description of the issue, including dates, locations, and any relevant details].

[Explain the situation clearly, providing necessary evidence such as dates, names, and specific incidents related to the complaint. Include any attempts made to resolve the issue beforehand, if applicable.]

I am seeking [specify the resolution you are looking for, such as an investigation, a meeting, or corrective actions].

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

Sincerely,

[Your Name]

[Your Title or Position, if applicable]