

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

[Date]  
[Recipient's Name]  
[Title]

[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I hope this letter finds you well. I am writing to formally express my concern regarding [specific issue related to OEC].

[Briefly explain the situation, including dates, relevant details, and any previous communications regarding the issue.]

Despite my efforts to resolve this matter through [previous attempts to contact or resolve], I have not received a satisfactory response.

I respectfully request your assistance in addressing this matter promptly. [Specify any desired outcomes or resolutions you hope to achieve.]

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

Sincerely,

[Your Name]

[Your Position, if applicable]