

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

[OEC Department Name]  
[Office of Emergency Services]  
[Department Address]  
[City, State, ZIP Code]

Subject: Formal Complaint regarding Visa Issues

Dear [Recipient's Name/Title],

I am writing to formally lodge a complaint regarding issues I have encountered with my visa application process.

I submitted my visa application on [Date of Application Submission] and received confirmation with reference number [Application Reference Number]. However, as of today, [Date], I have not received any updates regarding the status of my application, despite reaching out multiple times via [email/phone].

The lack of communication and delay in processing have caused significant inconvenience and distress, affecting my [mention any specific implications such as job, travel plans, family commitments, etc.].

I kindly request your prompt attention to this matter and would appreciate any assistance you could provide in expediting my application. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]