

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

Office of Economic Complaints

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

Subject: Complaint Regarding Agent Dispute

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

I am writing to formally lodge a complaint regarding an ongoing dispute with my agent, [Agent's Name], who represents me under the license number [Agent's License Number].

Description of the Issue:

I have encountered several issues that have prompted this complaint, including:

1. [Briefly describe the first issue]
2. [Briefly describe the second issue]
3. [Briefly describe any additional issues]

Attempts to Resolve the Matter:

Despite my efforts to resolve these issues directly with [Agent's Name] on multiple occasions (including on [dates of your discussions]), the situation has not improved.

Expected Outcome:

I am seeking assistance from your office to mediate this dispute and ensure that my concerns are addressed. I believe that a resolution should include [briefly state what you expect as a resolution].

Enclosures:

I have attached copies of relevant documents, including [list any relevant documents such as contracts, emails, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]