

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

Office of the Ombudsman for the Economic Community

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

Subject: Complaint Regarding [Issue Subject]

Dear [OEC Representative's Name or "Ombudsman"],

I am writing to formally submit a complaint regarding [briefly describe the issue, e.g., "unfair trade practices," "discrimination against employees," etc.]. My concerns stem from [briefly explain the context and background of the issue].

Details of the Complaint:

- Date of incident: [Insert date]
- Parties involved: [Insert names/titles of individuals or organizations]
- Description of the issue: [Provide a detailed description of the situation]
- Any supporting documents: [List documents if applicable, e.g., contracts, emails, etc.]

I have attempted to resolve this issue through [describe any actions you have taken to resolve the matter, e.g., contacting the involved parties, mediation attempts, etc.], but have not been successful.

I believe this matter warrants the attention of your office due to [explain why the issue is significant or how it affects you or others].

I request an investigation into this matter and any appropriate actions that may be taken to address and resolve the situation.

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

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]