

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Resolution for OEC

I am writing to formally address a complaint regarding [briefly describe the issue, e.g., the processing of my Overseas Employment Certificate (OEC) application].

I submitted my application on [date of application] and, despite following all the required procedures, I have encountered [describe the specific issue, e.g., delays in processing, lack of communication, etc.]. This has caused [explain the impact of the issue, e.g., financial strain, missed job opportunities, etc.].

I kindly request your assistance in resolving this matter promptly. I would appreciate it if you could provide me with an update on the status of my application or the steps that will be taken to address my concerns. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Company/Organization, if applicable]