

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****Office of the Economic Counselor (OEC)****

[OEC Address]

[City, State, Zip Code]

Subject: Complaint Letter Regarding [Brief Description of Issue]

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

1. ****Introduction****

- Briefly introduce yourself and state your purpose for writing.
- Mention your relationship to the situation (e.g., customer, employee, etc.).

2. ****Details of the Complaint****

- Provide a clear and concise description of the issue you are facing.
- Include relevant dates, places, and parties involved.

3. ****Impact of the Issue****

- Explain how this issue has affected you personally or professionally.
- Include any relevant consequences or hardships resulting from the issue.

4. ****Previous Communications****

- Summarize any prior attempts you made to resolve this issue.
- Include dates and methods of contact (email, phone calls, etc.).

5. ****Requested Resolution****

- Clearly state what resolution you are seeking.
- Be specific about what actions you would like the OEC to take.

6. ****Closing Statements****

- Thank the recipient for their attention to your complaint.
- Express your hope for a prompt response and resolution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]