In reply refer to: 08

September 7, 2022

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

**SUBJECT: Change in Originally Assigned EEO Complaint No. [Insert Old Case Number]**

Dear firstname lastname:

1. The EEO case number[s] originally assigned to your complaint filed has been changed to **govcdm\_name**, Filed on **govcdm\_dateformalcomplaintfiled.**

2. The change[s] to the case number[s] was made as a result of [Provide reason such as reassignment of case, i.e. from VBA to VAMC.]

3. If you have any questions, please contact firstname lastname ORMDI Case Manager at address1\_telephone1, internalemailaddress. **You are *strongly encouraged* to use email to submit your correspondence and/or documents to ORMDI.**

Sincerely,

firstname lastname

District Manager

cc: Facility Director (00) and email

Attorney, if applicable, and email