In reply refer to: 08

January 24, 2024

VIA: **(Delivery Method)**

District Director

United States Equal Employment

Opportunity Commission (EEOC)

District Office

## **<Address>**

**<city, state, Zip>**

**Subject: Premature Request for EEOC Hearing – Case No.** **govcdm\_name Filed by govcdm\_firstname govcdm\_lastname, on** **govcdm\_dateformalcomplaintfiled**

Dear **(Director)**:

1. On **(DATE)**, we received a premature request for a hearing before the EEOC for the above identified discrimination complaint.

2. The formal complaint was filed on **govcdm\_dateformalcomplaintfiled**, which makes **(DATE)** the 181st day after filing formal. This complaint was assigned to an investigator on **govcdm\_dateinvestigatorassigned** and the anticipated completion date is **(DATE-45 or 60 days after date of assignment for investigation, depending on “A” or “C” case).**

**(If anticipated investigation completion date is after 180 days, CP must be contacted for extension and, if granted, the following paragraph used)**

3. Because the anticipated completion date is after the 180th day from filing formal, we asked complainant for an extension to complete the investigation which **he/she** agreed to grant until **(DATE)**. We are including a copy of the signed agreement for extension as well as a copy of our letter to the complainant **(and his/her representative)** regarding the premature request for EEOC hearing.

**-OR-**

**(if extension is not granted or N/A due to being under 180 days, use the following paragraph)**

3. We are including a copy of our letter informing the complainant **(and his/her representative)** that another hearing request may be submitted if a copy of the investigative file is not received before **(DATE-181st day after filing formal)**.

4. 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

Enclosure: Letter to Complainant **(and Representative)**

**Signed Agreement for Extension**