In reply refer to: 08

January 23, 2024

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

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

Dearfirstname lastname:

1. This is to acknowledge receipt on **(DATE)**, of your client’s request for a hearing before the EEOC regarding the above identified discrimination complaint. As stated in the **(acceptance/partial acceptance)** letter sent on **(DATE)**, your client may not request a hearing before the 181st day after filing the formal complaint, unless your client has received a copy of the investigative file prior to the 181st day.

2. The formal complaint was filed on **govcdm\_dateformalcomplaintfiled**, which makes **(DATE)** the 181st day after filing formal. Your client’s 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).**

3. You or your client may submit another hearing request if you do not receive a copy of the investigative file 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

cc: govcdm\_firstname govcdm\_lastname emailaddress3