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. Because the investigation of this complaint has not been completed and 181 days have not passed since filing the complaint, the request for an EEOC hearing is premature.

3. Your client’s complaint is currently **(****explain current status: pending assignment of investigation; pending completion of investigation; etc).** 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