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. Since 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. The current status of this complaint is **(explain current status: pending assignment of investigation; pending completion of investigation; etc).** We are including a copy of our letter informing 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)**