**EXTENSION OF COMPLAINT PROCESSING TIMELINES**

**firstname lastname**

**EEO Case No. govcdm\_name**

1. **EEOC regulations require that the formal investigation be completed within 180 days of the file date. The original file date of your complaint is govcdm\_dateformalcomplaintfiled and the regulatory timeline expires on govcdm\_formalcomplaintdue.**
2. **ORM requests a voluntary extension of 30/60/90 days to the timeline for the following reason(s) (circle/highlight length of extension):**

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firstname lastname - Complainant Date

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firstname lastname - Representative Date

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District EEO Manager Date