

Request for Review of Occupational License Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Agency/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a review of my complaint regarding the occupational license held by [Licensee's Name/Company Name]. My initial complaint was submitted on [date of complaint], and I have not yet received a satisfactory resolution.

The details of my complaint are as follows:

- Nature of the complaint: [Brief description]
- Date(s) of incident: [Date or range of dates]
- Involved parties: [Names of individuals or companies]

I believe that the issues outlined in my complaint have not been adequately addressed, and I respectfully urge your office to take a closer look at this matter. Enclosed are copies of all related documentation for your reference.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]