

(Date of Letter)

Secretary  
(Secretary of State, Secretary to Governor, etc.)

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Contested Case Complaint

Dear \_\_\_\_\_ :

As a result of certain actions undertaken by your office, it appears necessary for a contested case complaint to be filed as a procedural matter. In particular, issue has been taken with the position your office has established in regard to the following:

(describe issue being contested). It is the undersigned's position, on behalf of \_\_\_\_\_ (individual, group or organization, etc.), that the action taken by your department in regard to the aforementioned matter on or about the day of \_\_\_\_\_, (year), is inappropriate.

Kindly provide the undersigned with the necessary documentation for filing a contested case complaint under the administrative rules that have been established on behalf of your office. If rules have not been established, please accept this letter as official notice for the contested case complaint. Please advise, and an appropriate petition, pleading or complaint will be filed with your office, along with the request for a specific hearing on the issue. Thank you for your immediate attention.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.