

**Sample letter of request for problem-solving consultation to the Office of Accountability**

To: Director, Office of Accountability  
Overseas Private Investment Corporation  
1100 New York Ave., NW  
Washington DC 20527  
Tel. 1-202-336-8668  
Fax 1-202-408-5133  
E-mail [accountability@opic.gov](mailto:accountability@opic.gov)

I/we, \_\_\_\_\_ [name], lodge a complaint concerning the \_\_\_\_\_ project. This complaint is made on behalf of \_\_\_\_\_ (ignore if not applicable).

I/we live in the area known as \_\_\_\_\_ (show on attached map, if possible). I/we can be reached at the following address, telephone, fax and/or e-mail:

I/we do not wish our identity to be disclosed, for the following reason (ignore if not applicable).

The basis of the complaint is as follows:

A description of the name, location, and nature of the project is as follows:

OPIC is involved with the project (as applicable):

The project sponsor is:

I/we have been, or are likely to be affected by the project in the following ways:

The following action has been taken by me/us at the identified times to try to resolve these issues:

I/we have had contact with the following persons at OPIC or the sponsor company in attempting to resolve these issues:

I/we would like to see this complaint resolved in the following way: (the Office of Accountability cannot guarantee to help the requester achieve this result, but this information will help to focus on problem-solving approaches).

Any other relevant facts to support this complaint are (attach copies of any relevant material):