



Today's Date

SR#: Click here to enter
Case #: Click here to enter
MIS Case #: Click here to enter

Client Name
Address

Dear Client Name:

The Ministry of Social Development and Social Innovation conducts file reviews for the purpose of determining current, or auditing past, eligibility for assistance. The ministry has completed a review of your file and made the following decision.

Based on information available to the ministry, Choose an item for the following reason. Enter details of the reasons using template wording and attach applicable legislation – see Style Guide on the PLMS homepage

If you are dissatisfied with this decision, you can ask the ministry to reconsider it. You have 20 business days from the day you receive this letter to submit a complete Request for Reconsideration form. This form and all the information we considered to make this decision can be obtained from the ministry office located at Address. If you are unable to attend the office in person to pick up the form, you may call the office at Phone number and request that one be mailed to you. We have enclosed the Reconsideration and Appeal brochure to give you more information.

If you wish to discuss this decision, you may contact me at Phone number.

Sincerely,

Enter Name
Ministry Choose an item

HR3200 (13/12/31)
Security Classification: MEDIUM SENSITIVITY

Enclosure(s): [Reconsideration and Appeals brochure]

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.