



June 28, 2018

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null, BC null

Dear :

The Ministry of Social Development and Poverty Reduction conducts regular file reviews in order to confirm that recipients of assistance are receiving the assistance they are eligible for.

A letter was sent to you on , asking you to provide documents. A second letter was sent on . Our records show that the requested documents have not yet been received.

Without being able to review your continued eligibility, we find you are no longer eligible for assistance. Your file will be closed on .

You have the right to request a reconsideration of this decision. Please contact the office at the phone number below to obtain the forms required. **To request a reconsideration, submit the completed forms within 20 business days of receiving this letter.**

The legislation that applies to this decision is:

- Section 10

If you have any questions about this decision or the reconsideration process, please call the ministry at the phone number below.

Sincerely,

Ministry Worker

HR3586 (18/01/03)

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

Ministry of Social
Development and
Poverty Reduction

Mailing Address

Telephone:
Facsimile:

SAMPLE