In Reply Refer To:

STATION/UNIT/YOUR INITIALS

C/CSS FILE NUMBER

VETERAN NAME (Last, First)

VETERAN NAME

VETERAN ADDRESS

CITY STATE ZIP CODE

Dear Mr/Ms. Last name:

We are writing in regard to your dependency claim that was received on (insert date). This letter is to inform you that the action has already been taken to add XXXXX on your award as a dependent (insert status, spouse, child, etc.) from XXXXXXX with the claim you submitted online through eBenefits. Our notification letter dated XXXXX informed you of this decision.

Your monthly compensation payments of $XXXX will continue unchanged.

**If You Have Questions or Need Assistance**

If you have any questions, you may contact us by telephone, e-mail, or letter.

|  |  |
| --- | --- |
| **If you** | **Here is what to do.** |
|  Telephone | Call us at 1‑800‑827‑1000. If you use a Telecommunications Device for the Deaf (TDD), the federal number is 711. |
|  Use the Internet | Send electronic inquiries through the Internet at https://iris.custhelp.va.gov. |
|  Write | VA now uses a centralized mail system. For all written communications, put your full name and VA file number on the letter. Please mail or fax all written correspondence to the appropriate address listed on the attached *Where to Send Your Written Correspondence*. |

In all cases, be sure to refer to your VA file number XXXXXXXXXXX.

If you are looking for general information about benefits and eligibility, you should visit our website at https://www.va.gov, or search the Frequently Asked Questions (FAQs) at https://iris.custhelp.va.gov.

We sent a copy of this letter to your representative, XXX, whom you can also contact if you have questions or need assistance.

Sincerely yours,

**Regional Office Director**

cc: SERVICE ORGANIZATION OR AGENT/ATTORNEY

Enclosure: Where to Send Your Written Correspondence