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**DEPARTMENT OF VETERANS AFFAIRS**

**Veterans Benefits Administration**

**Regional Office**

**[First Name, Last Name]**

**VA File Number**

**[000 00 0000]**

**[Represented By:**

**Insert POA ]**

**Higher-Level Review Decision**

**[MM/DD/YEAR]**

**INTRODUCTION**

You have requested VA provide a higher-level review of the issue(s) addressed in this decision.

Our records reflect that you are a Veteran of the [insert period of service]. You served in the [insert branch] from XXXX to XXXX. We received your request for higher-level review on [insert date]. Based on a review of the evidence listed below, we have made the following decision(s) on your claim.

***Additional evidence received after election:***

***[Please note:*** The evidentiary record closed as of the date of notice of our prior decision. VA received additional evidence after the record closed that was not considered as part of this decision. If you would like VA to consider this evidence, you may submit a supplemental claim at any time; however, VA must receive your application within one year of the date of notice of this decision to preserve your right to receive the maximum possible benefit.]

**Claimant requested HLR at the same station, but VA could not accommodate request*:***

You requested to have your higher-level review conducted at the same office that decided your issue(s). Unfortunately, we were unable to fulfill your request to conduct the higher-level review at the same office that decided your issue(s) due to that office not having higher-level review personnel available to conduct the review (see 38 CFR § 3.2601(e)). Accordingly, we have conducted your review at an office with higher-level review personnel available.

**ISSUE**:

1. [Insert issue.]

# EVIDENCE:

* [List evidence used in making the decision]

# DECISION:

1. [Insert decision. ]

**REASONS AND BASES:**

**[Include the following for each issue:**

1. the decision on the issue.
2. All elements met and not met.
3. Explanation of how to obtain a higher level of evaluation, if applicable.
4. Effective date explanation, when applicable.
5. Favorable findings. List favorable conclusions of fact or favorable application of law to facts, specific to the issue.]
6. Applicable laws and regulations. Insert list of specific CFR or U.S.C. references that apply to the issue.

**REFERENCES:**

Title 38 of the Code of Federal Regulations, Pensions, Bonuses and Veterans’ Relief contains the regulations of the Department of Veterans Affairs, which govern entitlement to all veteran benefits. For additional information regarding applicable laws and regulations, please consult your local library, or visit us at our web site, www.va.gov.