



DEPARTMENT OF VETERANS AFFAIRS  
VA Regional Office  
«ROAddress»

«CurrentDate»

«FullName»  
«MailingAddress»

**In Reply Refer to:**  
«ROStationNumber»/28  
«ClaimPayee»

Dear «FullName»:

This letter contains important information about your VA benefits. Please read it carefully.

I propose to [insert proposed adverse action] for your Vocational Rehabilitation and Employment (VR&E) services.

I plan to take this action on your case because: [insert reason]

**What can you do if you disagree with this proposed action?**

If you do not agree with this proposed action, you have 30 days to notify us. If you contact us within 30 days of this letter, you may do any of the following:

- Meet with a VR&E staff member to discuss why we sent this letter proposing to close your case and determine whether we have the most current information about your situation.
- Meet with a VR&E staff member to discuss how you may be able to re-enter the plan of services you had started or consider changing the plan to meet your current needs.
- Provide us with any material or information you may have which will help you re-enter services or confirm that closing your case is the right decision at this time.

Remember, if you disagree with our proposed action and want to take advantage of the opportunity to discuss it with the staff or submit additional information, you must do so within 30 days.

**How does my proposed action affect your VA benefits?**

This proposed action only affects your benefits under the VR&E program. This proposed action does not affect your receipt of compensation or any other VA benefits to which you may be entitled.

**What can you do if you have questions or concerns?**

If you have any questions about this letter or need additional information on VA benefits, please contact me at «[CaseMgrPhone](#)» or email at «[CaseMgrEmailAddress](#)» or call 1-800-827-1000. If you use the Telecommunications Device for the Deaf (TDD), the federal number is 711.

I am looking forward to hearing from you soon so that you can get back on track toward reaching your vocational and other life goals.

Sincerely yours,

«[CaseMgrName](#)»  
«[CaseMgrTitle](#)»