

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

First Request for «recert_year» Social Security Benefit Information

Last month we requested that you provide to us this year's Social Security information. To date we have not received this information. What we need is explained as follows.

*****Social Security Verification – We are no longer able to obtain verifications directly from the Social Security Office. The government requires that we have the copy of the Social Security letter stating what the «recert_year» benefit amounts are for all household members who collect Social Security benefits. If you do not have this letter(s) (see Sample letter attached), please contact your local Social Security Office at 1-800-772-1213 and obtain this documentation.**

This information must be received by «today_plus_6». If you are having problems with this request, please contact the office immediately.

Sincerely,

«mgmt_company»

Sample of what your benefit awards letter looks like

Your New Benefit Amount

063483

NAME: SOCIAL SECURITY CLAIM

NUMBER:

Your Social Security benefits will increase by 2.6 percent for 2002, based on a rise in the cost of living. You can use this letter when you need proof of your benefit amount to receive food stamps, rent subsidies, energy assistance, bank loans, or for other business.

How Much Will I Get and When?

- Your new monthly amount (before deductions) is _____
- The amount we're deducting for Medicare is _____
(If you did not have Medicare as of Nov. 16, 2001,
or if someone else pays your premium, we show \$0.00)
- After taking any other deductions, we will deposit _____
Into your bank account on Jan 3, 2002.

If you disagree with any of these amounts, you should write to us within 60 days from the date you receive this letter.

What if I Work?

A recent change in the law affects some people who work and receive benefits. If you are full retirement age (currently age 65) or older.....