

Letter of Recipient Eligibility Revision

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you of an important update regarding your eligibility for services provided by [Social Service Agency Name].

After a recent review of your case, we have determined that your eligibility status has been revised. This revision is based on [brief explanation of the reason, e.g., changes in income, family size, etc.].

Your new eligibility status is as follows:

- Eligibility Status: [New Status]
- Effective Date: [Insert Effective Date]

If you believe this revision is incorrect or if you have any questions regarding this matter, please do not hesitate to contact our office at [Agency's Phone Number] or [Agency's Email Address]. We are here to assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency's Address]

[City, State, ZIP Code]