

If you get in touch
with us, tell us this
reference number

XXXXXXXXXX

Our address

XXXXXXXXXXXX

XXXXXXXXXX

XXX

Our phone number

XXXXXXXXXX

If you have a
textphone

XXXXXXXXXX

Date

XXXXXXXXXX

NAME XX

ADDRESS XXX

XXXXXXXXXX

XXXXXX

Dear XXXXXXXXX

About your Income Support

I am writing to tell you that your Income Support will change. This is because of a change in your circumstances.

This means from XXXXXXXXX you will get £XXX a week.

The way this has been worked out is shown on the page called **How your Income Support was worked out.**

Due to a further change from DATE you will get £XXX a week. This is because there will be a change to the Carer's Allowance you have coming in.

Due to a further change from DATE you will get £XXX a week. This is because there is a change to the money you will have coming in and the amount the law says you will need to live on.

Due to further changes in deductions from your benefit:

from DATE you will get £XXX a week;

from DATE you will get £XXX a week;

How to get your money

We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due. The first payment includes £XXX Income Support that we owe you.

What should I do if my circumstances change?

If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.

Yours sincerely