

If you are in a trade union or trade association, your representative may be able to help you. Help may also be obtained from Citizens Advice Bureau or other support groups.

A copy of this letter has been sent to your representative – Tameside welfare rights, as per your signed authority.

Yours sincerely

S Hodgson  
For Manager

### **What to do if you think this decision is wrong?**

If you think the decision is wrong, please get in touch with us by telephone or in writing **within one month of the date of this letter**. If you do not contact us within one month of the date of this letter we may only be able to change the decision from the date you contact us. Our telephone number and address are on the front page of this letter.

You can appeal against this decision, but you cannot appeal until we have looked at the decision again. We call this a **Mandatory Reconsideration**.

You, or someone who has the authority to act for you, can:

- ask for an explanation of the decision, or
- ask for a written statement of reasons for the decision, if we have not already sent one
- ask us to look at the decision again, to see if it can be changed. There may be some facts you think we have overlooked, or you may have further information that affects the decision.

When we have looked at the decision again, we will send you a letter explaining what we have done. We call this a **Mandatory Reconsideration Notice**. This will include the information you need to be able to appeal.