January 27, 2017

Department of Veterans’ Services

Appeal Section

600 Washington Street, 7th Floor

Boston, MA 02111

Re: Case No. 123-456

Dear Sir or Madam:

This letter serves as John Doe’s notice of appeal to the Massachusetts Department of Veterans’ Services from the Notice of Action dated January 15, 2017, issued by Boston Veterans Service Officer (VSO) Tom Smith.

[OPTIONAL: Reason for Disagreement] The Notice of Action that I received stated that my benefits were being terminated because I have failed to seek alternative sources of income. I disagree with this because I have been submitting at least five job applications every week and have attended several job fairs in the Boston area.

[OPTIONAL: Request to Continue Benefits] If my Ch. 115 benefits are terminated, I will be left with only $450 in monthly income and will be unable to sustain food and housing for myself. Due to the extreme financial burden this presents, I request that my Ch. 115 benefits continue while my appeal is pending with DVS.

Thank you.

Very truly yours,

John Doe

(555) 123-4567

CC: City of Boston Department of Veterans Services

 By U.S. Mail