

## Request for Reconsideration of a Sanction Decision

The Manager, DWP  
(please insert address listed on DWP letter)

Name:

Address:

Date:

Post Code:

National Insurance Number:

Dear Manager,

### MANDATORY RECONSIDERATION REQUEST

Please accept this letter as a request for a reconsideration of your decision dated to impose a sanction in respect of my claim for Jobseekers Allowance or Universal Credit or Employment and Support Allowance or Income Support. (Delete as appropriate)

My grounds for asking for a reconsideration are that

- I complied with the requirements of my claimant commitment
- I was available for and actively seeking work/work-related activity
- I did not fail to comply with any direction
- Other [see below]

Additional reasons

I do not accept that the decision maker has properly considered my circumstances or applied the law correctly in making the decision.

If my review request is late, please accept that this is due to the reasons above.

My representatives are:

Please ensure they receive a copy of the decision.

Yours Faithfully,

Signature: