

Sanction Appeal Letter

Name:

Address:

Date:

Post Code:

National Insurance Number:

Dear Manager,

SANCTION APPEAL LETTER

Please accept this letter as an appeal of the sanction decision dated.
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: