

STATE OF COLORADO



[Date]

[First Name1] [Last Name1]
[Mailing Address]

[Case Assigned Name]
[Case Assigned Address]
[Case Assigned Phone]

Case Number: [CBMS Case #]

This letter is for your information only. You do not need to take action.

Dear [First Name1] [Last Name1]:

You recently received a letter with the subject: Response needed about your income. The date on the letter was either November 2, or November 3, 2018. In this letter, we asked for information about your income, because our records did not match the income you reported to us.

This letter was incorrect. A computer problem added an incorrect employer name and income record, which caused this letter to be mailed to you. This has been fixed by removing the incorrect employer name from your records.

Some of the employer information in the letter may be correct but you do not have to respond to the letter. Your benefits have not changed. You do not need to do anything.

We appreciate your patience and apologize for this error. We have taken action to stop this from happening again.

For Questions and Help

If you have questions, please contact your county department of human or social services.

Sincerely,

[Case Assigned Name]

[Case Assigned Phone]