

STATE OF COLORADO



[Date]

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

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

Case Number: [CBMS Case #]

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 contained some incorrect information. A computer problem added an incorrect employer name and income to your record. This has been fixed by removing the incorrect employer name from your records.

Please contact us to update the income information for the correct employer listed in your letter. You are required to respond to the income amount for the correct employer on the letter, or your benefits could be interrupted.

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]