

To: [Insert: Address of office that made the decision]

Date: [Insert: date]

Dear Sir/Madam

Re: [Insert: Your Name]

NINo: [Insert: National Insurance Number]

Re: ESA

I would like to request reconsideration of your decision of [insert: date of decision, i.e. date given on the decision letter] that I am [not eligible for ESA/that I should be placed in the Work Related Activity Group].

If this applies: I was not happy with the assessment that I attended on [insert: date of assessment] because [please note the specific areas of disagreement, point by point].

If this applies: There was no attempt to establish the reliability with which any task could be accomplished, or on the number of days a week it could be attempted.

I believe that the following points should have been awarded:

[List each of the points that you think should apply to you, and then give an explanation of why it applies. In the example below you can see an illustration of this.]

This is sample of a particular descriptor point and the kind of information you might provide. It is not a suggestion of exactly what to write, which should be about you.

1a Mobilising unaided by another person with or without a walking stick, manual wheelchair or other aid if such aid is normally, or could reasonably be, worn or used = 15 points.

This is because of my severe arthritis. My mobility distance is limited for most days, although I do on occasion attempt more. There are after-effects as I suffer from increased pain and greatly reduced mobility when I attempt more, and this can lead to me being virtually housebound for the following few days. I cannot self-propel a manual wheelchair.

[Please note that you usually need to score a total of 15 points to get ESA].

If these points are awarded, it is clear that I should now be [entitled to ESA/placed in the Support Group rather than the Work Related Activity Group].

I will be seeking further evidence in support, and will forward it to you as soon as I can.

I look forward to hearing from you.

Yours faithfully

[NAME]