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Lancashire, England, FY5 3WP  
Freephone: 0800 169 22 77  
Overseas: + 44 1253 866 043  
Textphone: 0800 169 34 58  
veterans.help@spva.gsi.gov.uk  
www.veterans-uk.info

If you contact us please quote:

Team                      Room

Date:

Dear

We have noted from your records that you have asked for the following representative to help you with your current .

Name

Address

During the course of your current , your representative may ask us how your is progressing. We will only tell them if we have your written agreement.

When we make a decision on your we will, with your agreement, send a copy of the results to your representative.

**The decision notification contains details of your Bank or Building Society account.** It will also show the medical conditions on which your claim is based. It may also show how your War Pension is worked out.

Please complete the reply part of this letter and return it to us as soon as possible. A prepaid envelope is enclosed.

Meanwhile, if you need any more help and advice please let us know. If you wish to discuss anything in this form please quote WPA0001B.

Yours sincerely

For Chief Executive

Your reply

National Insurance number

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Surname

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Other names

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Please tick the boxes below to tell us what information we can release to your representative if they Ask.

**Current claim**

Information on the present position

Any documents relating to the claim

**Further claims or reviews**

Information on the present position

Any documents relating to any future claim or review

**Decision notification**

A copy of the result of this claim

A copy of the result of any future claim or review

**Declaration**

**I agree Service Personnel and Veterans Agency may release information to my representative under the circumstances detailed above.**

**I agree to contact the Service Personnel and Veterans Agency if I no longer want my representative to have any information indicated above.**

Signature and print name

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Date

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**Please make sure that you have read the above declaration and signed and dated this letter before you return it.**