

Appendix 20

Dear Sir/Madam

You recently replied to a review of your role as the appointee for [name]. In your reply you said that you thought you were not meeting your responsibilities as an appointee.

We have tried to phone you three times to discuss this but have been unable to speak to you.

We have now suspended payment of all benefits pending the resolution of this matter.

If you do not contact us **within seven** days of the date of this letter we will assume that you no longer wish to act as the appointee and will make alternative arrangements.

