

Sample Re-Open Letter for use by Crime Victim

NOTE to Crime Victim: Many people receive a letter from OVS telling them that they are closing their claim because of missing information or documents. This is an example of a letter you can send to OVS, along with the missing information, asking them to re-open your claim.

To re-open your claim, you must respond to OVS within 30 days after you receive the “No Info Supplied” letter from them.

[Date]

Re: Claim No. _____

Dear Claims Investigator:

I am writing regarding the above-referenced claim number. I ask that you please re-open/reactivate my claim listed above.

NOTE to Crime Victim: Below are Examples of Reasons to Re-Open a Claim. Your letter should be based on information requested from OVS that you are now providing.

Enclosed is my Change of Address form which I would like all future correspondence sent to. My new address is: _____.

An incident report has been requested from the [_____ Police Department or _____ County Department of Corrections] and will be forwarded to your office as soon as I receive it.

The incident report from [_____ Police Department] is enclosed.

My employer never received an Employment questionnaire to submit to OVS. Kindly mail me a copy of the Employment Questionnaire and forward a copy to my employer at: [Employer Name & Address]

Medical documentation, bills, and receipts are enclosed.

Thank you.

Sincerely,

[Name with Signature & Address]