

Sample Re-Open Letter for use by Advocate

[Date]

Re: Claim No. or Claim Nos. _____

Dear Claims Investigator:

We are writing regarding the above-referenced claim number. We ask that you please re-open/reactivate the claim number listed above.

Note to Advocate: Examples of Reasons to Re-Open a Claim (there could be other reasons):

Enclosed is **JANE DOE's** Change of Address form which she would like all future correspondence sent to. Her 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 it is received.

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

JANE DOE's employer never received an Employment questionnaire to submit to OVS. Kindly mail us a copy of the Employment Questionnaire and forward a copy to **JANE DOE's** employer at: [Employer Name & Address]

We have spoken with [Name & telephone number of claimant's employer], **JANE DOE's** employer, who verified the Employment Questionnaire was returned to OVS. Please advise if you have received this.

Medical documentation and bills are enclosed.

Please call me at your earliest convenience to discuss this claim.

Sincerely,

[Advocate]

Crime Victim