

Mr. Thomas T. Veteran
9876 G. I. Boulevard
Anywhere, USA 12345-6789

Dear Mr. Veteran:

We received your request for a change of program. To approve your request, we must find that your new program meets your needs. This letter describes what you should send to help us make this decision.

What You Should Send

You should send one of the following:

- If you **haven't** had counseling to help you choose a program and **don't** want counseling, complete and return VA Form 22-8873.
- If you **had** counseling to help you choose your new program, send us a copy of the counseling report. The report should include the counselor's suggestions on the kind of training you should consider.
- If you **want** VA counseling to help you choose a program, complete and return VA Form 28-1902 **and** VA Form 22-8873.

When We Need It

Please send us the information within 30 days. We may not consider information received more than one year after the date of this letter unless you show good cause why you couldn't send it earlier.

Sincerely,

Adjudication Officer

Enclosures: VA Form 22-8873
VA Form 28-1902
If You Need Help