

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

Dear Mr. Veteran:

We received your request to resume your benefits. Your benefits were stopped due to unsatisfactory (*INSERT ONE* - attendance, conduct, or progress).

### **What We Need**

We need more information before we can pay you further benefits.

- Complete carefully the enclosed VA Form 22-8873 and return to (*INSERT -- RPO Address*).

**OR**

- Send us information, such as a report of academic or vocational counseling, or a statement from the school.

The VA Form 22-8873 or other information should show that:

1. You have corrected the cause of your unsatisfactory (*INSERT ONE* - attendance, conduct, or progress)

**AND**

2. Your unsatisfactory (*INSERT ONE* - attendance, conduct, or progress) is not likely to happen again

**AND**

3. The training you requested is suitable to your abilities, aptitudes, and interests. This means that it is likely you will successfully complete the program.

**NOTE:** If you complete the VA Form 22-8873 carefully to show the above three items, additional information, such as a counseling report, may not be necessary.

## **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,

Education Program Chief

Enclosure: VA Form 22-8873  
If You Need Help