

##LongAuditDate##

##EmployeeName##

##EmployeeAddress1## ##EmployeeAddress2##

##EmployeeCity##, ##EmployeeState## ##EmployeeZipCode##

Dear ##EmployeeName##,

Thank you for contacting Consova’s Verification Assistance Center.

As was discussed during previous communications, one of the required documents to verify eligibility for your dependent(s) is an “Affidavit of Domestic Partnership”. Enclosed, please find a copy of the affidavit for your use. Note that the affidavit needs to be completed in its entirety.

Please remember that this document is just one of the documents required and all of the requested documents must be submitted by the deadline in order to complete the eligibility verification for your dependent(s).

If you have any questions concerning the attached affidavit or the required documents, please contact a Consova representative at ##ClientPhone##. Representatives are available Monday - Friday from 7:30 a.m. - 6:00 p.m., Central Time.

Respectfully,

Consova

Enclosure