

Sarah Phillips  
72 Guild Street  
London  
SE23 6FH

[www.gov.uk](http://www.gov.uk)

Telephone: 0800 169 0310  
Textphone: 0800 169 0314

Your reference:  
AB 12 34 56

## Information about your benefit entitlement

Please read this letter in full

Dear Sarah Phillips

31/04/2025

Please find the information you requested below.

### Your entitlement details

You were awarded Income Support

Entitlement start date: 31 July 2023

Current amount: £90.50 Weekly

### Reporting changes

You must tell us straightaway if there is a change in your circumstances. If you give wrong or incomplete information, or you do not report changes, you may be paid more or less money than you should. You will have to pay back overpaid money when told to do so. You could also be prosecuted or need to pay a financial penalty. If we pay you less money than we should we may pay you this money back.

**We have many different  
ways we can  
communicate with you.**

If you would like Braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us using the phone number at the top of this letter.

Please turn over

## **More information**

If you need any more information, please contact us. Our number is at the top of this letter.

Please be careful who you share this letter and other personal information with.

Yours sincerely,

Office manager

---

## **Equality and Diversity**

We treat people fairly, regardless of their disability, ethnicity, gender, sexual orientation, transgender status, marital or civil partnership status, age, religion or beliefs.

---

## **Call charges**

Calls to 0800 numbers are free from personal mobiles and landlines.

---

## **Why DWP needs personal information and how we treat it**

We treat personal information carefully. We may use it for any of our purposes. To learn more about information rights and how we use information, please see our DWP Personal Information Charter at **[www.gov.uk/dwp/personal-information-charter](http://www.gov.uk/dwp/personal-information-charter)**

If you have included another adult's personal information in your claim you should let them know. They can find information about why and how DWP uses personal information in the DWP Personal Information Charter at **[www.gov.uk/dwp/personal-information-charter](http://www.gov.uk/dwp/personal-information-charter)**