



Department  
for Work &  
Pensions

Sarah Philips  
72 Guild Street  
London  
SE23 6FH

**www.gov.uk**

Telephone: 0800 555 0001

Textphone: 0800 555 0002

Your reference:  
RN001864A

## Information about your benefit entitlement

Please read this letter in full

25 June 2025

Dear Mandy Simpson

Please find the information you requested below.

### Your entitlement details

You were awarded Contributory Employment and Support Allowance.

Your partner is also included on this claim.

Partner's name: Rick Farmer

Partner's National Insurance number: AC222222A

Entitlement start date: 6 October 2024

Current amount: £10.00 four weekly

**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.

### 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.

### More information

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

Please turn over

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

Yours sincerely,

Office Manager

# Test Sample

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## **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.

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## **Call charges**

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

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## **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 visit 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)**

# Test Sample

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# Test Sample