In reply refer to: 08

January 31, 2024

VIA: **(Delivery Method)** emailaddress3

govcdm\_firstname govcdm\_lastname

govcdm\_address1\_line1 govcdm\_address1\_line2

govcdm\_address1\_city, govcdm\_address1statepicklist govcdm\_address1\_postalcode

**SUBJECT:** **Notification of Case Number Change, EEO Case No. govcdm\_name.**

Dear govcdm\_firstname govcdm\_lastname:

1. The EEO case number[s] originally assigned to your complaint has been changed from **(old case number)** to **govcdm\_name**

2. The change[s] to the case number[s] was(were) made as a result of **[Provide reason such as reassignment of case, i.e. from VBA to VAMC.]**

3. If you have any questions or inquiries related to this change please contact **[Insert District Office or Case Manager as appropriate including name, title, address, and contact information.]**

Sincerely,

firstname lastname

District Manager

cc: Facility Director (00)

Complainant’s Attorney

Facility EEO Manager