**(GOVERNMENT AGENCY) NOTIFICATION LETTER**

To: GOVERNMENT AGENCY

ADDRESS OF AGENCY

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: CLIENT NAME

SSN: XXX-XX-XXXX

To Whom It May Concern:

This letter is to notify the GOVERNMENT AGENCY that CLIENT NAME has received a settlement in the net amount of **$XX,XXX.XX.** From the net settlement amount, **$XX,XXX.XX** has been irrevocably transferred or assigned into a trust authorized under federal law at 1917(d)(4)(C) of the Social Security Act (the Act) (42 U.S.C. 1396p(d)(4)(C)) commonly called a Pooled Special Needs Trust.

The remainder amount of **$XX,XXX.XX** has been spent-down on the following to maintain my eligibility for needs based **(INSERT BENEFITS HERE)** benefits.

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| Date | Item (receipts attached) | Amount |
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If there are additional questions, I can be reached at **CONTACT INFORMATION OF CLIENT.**

Sincerely,

**CLIENT NAME**