[*Please make sure that you send the Mandatory Reconsideration request to the address set out in the decision letter*]

Name  
Address

Date *[ make sure it is sent within one month of date of decision letter]*

Dear Sir or Madam,

**Mandatory Reconsideration Request – Carers Allowance**

**Re:** *[Insert your name, address, date of birth and national insurance number]*

I am writing to you to request a mandatory reconsideration following your decision letter dated [*date of decision letter*] in which you determined that I do not qualify for Carers Allowance.

I disagree with the decision not to award Carers Allowance.

*[Review Carers Allowance criteria and confirm that you do meet the criteria. Carers Allowance decisions are turned down for a variety of reasons, usually to do with individual personal circumstances. Please see the Carers UK comprehensive factsheet on Carers Allowance for details on the criteria]*

**Example – delete before sending**

I look after my husband who gets enhanced rate Personal Independence Payment for daily living and mobility components. I have been told that I do not qualify for Carers Allowance because I am in employment. I look after him for over the requisite 35 hours per week. I am not in full time education. I am employed (part time because of my caring responsibilities), but after tax I earn £75 a week, under the threshold of £110 per week. I also satisfy UK residence and presence conditions.

On this basis, I request that your decision of [date] not to award Carers Allowance is reconsidered under the mandatory reconsideration process.

I would be most grateful if you could inform me of progress in this matter and advise me whether I need to take any more steps to deal with this as soon as possible.

I look forward to hearing from you.

Yours faithfully

*Name*