[*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 – Employment Support Allowance (ESA)**

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

**ESA Decision Reference: [***insert PIP ref no from decision letter)*

I am writing to you to request a mandatory reconsideration following your decision letter dated [*date of decision letter*] for my/ my partner’s/ my son/ my daughters / *amend as appropriate* Employment Support Allowance.

I disagree with the decision not to award ESA.

In reaching your decision I believe you have not taken into account the extent, nature and impact of X’s condition. [*Briefly explain about X’s learning disability and how it impacts on X*]

I believe X is eligible for the following points under the ESA criteria, as follows:   
  
*Review ESA Descriptors and identify which ones X meets. You must identify a total of 15 points to qualify for ESA.*

**Example – delete before sending**

Activity 16 – Coping with social engagement due to cognitive impairment or mental disorder

16 (c) Engagement in social contact with someone unfamiliar to the claimant is not possible for the majority of the time due to difficulty relating to others or significant distress experienced by the individual.

Anna is 21 and has a non verbal learning disorder (NVLD). She can speak to strangers but cannot follow the complexities and nuances of the conversation. She will often be unable to hold conversations for longer than a few minutes before starting to talk about an unrelated subject that she is interested in. Since leaving school at the age of 16, Anna has worked at a range of retail outlets but has been let go after a few weeks. She struggles to understand customer queries and is overwhelmed by the stock system on the computer so gets very anxious.

I believe Anna qualifies for 16(c) as she has difficulty relating to others which is based on cognitive impairment (6 points)

On this basis, I request that your decision of [date] not to award Employment Support 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*