



Universal Credit  
Post Handling Site B  
Wolverhampton  
WV99 1AJ

<Title> Initial Surname  
Address1  
Address2  
Address3  
Address4  
Postcode

**[www.gov.uk/universalcredit](http://www.gov.uk/universalcredit)**

Telephone: 0345 6000 723  
Textphone: 0345 6000 743

If you contact us, use this reference: NINO

09 February 2017

Dear <Title> Surname

## You must go to a Universal Credit meeting

To keep your full Universal Credit payments you must go to a meeting with your work coach.

### Your meeting

**Date:** Day <Month> <Year>  
**Time:** Time of Meeting  
**Place:** Location of Meeting  
**Work Coach:** Work Coach Name

### If you can't go to this meeting

Phone us on 0345 6000 723 as soon as you can to explain why you cannot come to this meeting and to find out if we can arrange a new meeting.

### It is important that you go to and fully take part in the meeting

Your Universal Credit payments will be cut if without good reason you:

- **don't** go to and fully take part in this meeting on Day <Month> <Year> or
- **don't** go to and fully take part in the meeting at another time which we agree with you

If your payments are cut, they will be cut for the number of days from the date of the meeting that you didn't go to or take part in until you phone us and agree a new meeting time. Your Universal Credit payments will also be cut for up to 28 more days.

Cuts are fully explained in your Claimant Commitment pack.

## **What to bring to this meeting**

- proof of who you are (ID)
- this letter

If you need more information, contact us using the phone number or address at the top of this letter.

Yours sincerely

Office manager

We are committed to treating people fairly, regardless of their disability, ethnicity, gender, sexual orientation, transgender status, marital or civil partnership status, age, religion or beliefs. Please contact us if you have any concerns.