

Sample letter requesting Due Process

[Date]

Bernie Grimme, Assistant Director  
Department of Human Services  
Division of Rehabilitation Services  
East Highway 34, c/o 500 East Capitol  
Pierre, SD 57501

Re: Appeal Request

Dear Mr. Grimme:

I am requesting the due process of [Administrative Review, Mediation, or Fair Hearing] on my Vocational Rehabilitation Case.

I am appealing [Describe specifically what you are appealing i.e., determined ineligible for services, denial of a specific service]

My contact information is:

Your name

Your address

Your city, state, zip code

Your phone number

Sincerely,

[Your Signature]