



INVESTIGATION REVENUE AND
ENFORCEMENT ADMINISTRATION
BUREAU OF FRAUD INVESTIGATION
250 CHURCH STREET, 3rd FLOOR, NY, NY 10013

BF1-25 (S)
Rev. 12/09

John Doe
1 Broadway
New York, NY

Date: 1/1/2012
Case No.: 1234567890

Dear JOHN DOE

This Office is conducting an investigation concerning your eligibility for Cash Assistance. An interview has been scheduled for you to discuss this matter on:

Date: 2/1/2012
Time: 10:00 AM
Address: 250 CHURCH STREET, 3rd FLOOR, NY, NY 10013

If for any reason you cannot appear at the time and place shown above, please call Investigator Holmes at telephone # 212-555-5555.

Please bring your Photo ID card, this letter and the following document(s):

Bring in proof of Identity and NYC residency
Landlord letter with phone number
Medicaid Card
Utility Bill

Yours truly,
BUREAU OF FRAUD INVESTIGATION

Investigator 
SIGNATURE

IMPORTANT NOTICE:

You may bring an attorney and/or other representatives with you. If you cannot afford an attorney, you may seek free legal representation at a legal services or legal aid office. You may answer questions or choose not to answer. If you do not answer questions, your benefits cannot be stopped or reduced solely because you do not answer. If you do not appear, the law allows us to stop your benefits.

TRAVEL INSTRUCTIONS: IRT No. 1 to Franklin Street, Subway A, E, 2, & 3 to Chambers Street. Office located between Leonard and Franklin Streets.