

[Date]

[Beneficiary Name]

[Address]

[City, State, Zip Code]

Subject: Welcome and Outline of Beneficiary Rights

Dear [Beneficiary Name],

Welcome to [Agency Name]. We are committed to providing you with high-quality support and ensuring you understand your role and protections as a beneficiary of our programs.

Your Rights as a Beneficiary

As a participant, you have the following rights:

- The right to be treated with dignity, respect, and courtesy.
- The right to receive services without discrimination based on race, color, religion, gender, or disability.
- The right to privacy and the confidential handling of your personal information.
- The right to receive clear information about the services available to you.
- The right to voice grievances or file a complaint without fear of retaliation.

Agency Support and Responsibilities

Our agency is here to assist you by:

- Assigning a dedicated representative to manage your case.
- Providing regular updates regarding your status and benefits.
- Offering guidance on how to navigate our internal processes.
- Connecting you with additional resources as needed.

How to Contact Us

If you have any questions or wish to exercise your right to file a formal inquiry, please contact our support office:

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [Operating Hours]

We look forward to working with you.

Sincerely,

[Name of Representative]
[Title]
[Agency Name]