

Doubt referral form 2 – Customer failed to attend

Part of the Department
for Work and Pensions

Part 1 About the customer

Title Mr Mrs Miss Ms Other

Surname

Other names

NI number Letters Numbers Letter

Part 2 About the failure to attend

On / / the customer was

given

sent

a notification from an Employment Officer to attend at:

on / /

at am/pm

or between and

Part 3 Evidence

I have attached:

a copy of the appointment letter that was given or sent to the customer.

other evidence – details are at Part 4.

Part 4 More information

Tell us anything that may be relevant to this referral. Continue on another sheet if necessary. If you use more sheets, attach them to this form and put the customer's name and NI number at the top.