# Notice of Forwarding of Regional Review Package to Panel

To **[Individual/appellant’s name]:**

We have received your Request for Regional review form dated [**date of request**] for a review of the decision that [**decision under review**]. Your request has been forwarded to the Regional Review Panel with reasons for our decision. We have attached a copy of all the documents that we sent to the Regional Review Panel for you.

The Regional Review Panel will conduct a review based on the information in the attached package. Based on the information provided they may complete an Expedited Review without a hearing and notify you of their decision within the next two weeks. If an Expedited Review is not completed, the Regional Review Panel will contact you shortly to invite you to a Regional Review hearing to review our decision. The Regional Review Panel will let you know the date and time of the Regional Review hearing.

If a Regional Review hearing is scheduled, you will be able to explain to the Panel why you disagree with the decision. We will also be at the Regional Review hearing to explain our decision.

If there is additional information that you want considered, please contact the Regional Review Panel at 905-668-7711.

If you have any questions, please call me at [**phone number**].

Sincerely,

**[Original Decision Makers Contact]**