ATTACHMENT 12: SAMPLE CLOSING LETTER



INTERNATIONAL SOCIAL SERVICE USA

22 Light Street Suite 200 Baltimore, MD

www.iss-usa.org

Closing Letter

Date:		
Dear		

We are pleased that the Repatriation Program was able to offer you repatriation assistance. As it was explained to you by your local case manager, the U.S. Repatriation Program's purpose is to assist repatriates for up to 90 days in meeting their basic needs. It has been reported by your case manager that you have access to assistance and have resources immediately available to meet your needs. Based on this determination we are closing your case.

Please remember that the Repatriation Program assistance is in the form of a loan. If you received resettlement and/or travel assistance you case was referred to the Program Support Center for collection. Their contact information is below.

Program Support Center Debt Collection Center 7700 Wisconsin Avenue Suite 8-8110D Bethesda, MD 20857 Phone: (301) 492-4709 Website: www.psc.gov

If you are not able to repay your loan please contact the Waiver Department in writing at the ISS-USA address below:

Attention: Waiver Department International Social Service-USA 22 Light Street, Suite 200 Baltimore, MD 21202 Email: iss_usa@iss_usa.org

Please keep the program informed of any changes of address, as the program will contact you in order to assist you in making arrangements to repay you loan.

Please contact the Department of State (DOS) for inquiries about your loan for international travel expenses, the phone number is: 1-800-521-2116

We wish you the best of luck in your future endeavors in the United States.

Sincerely,

The US Repatriation Program





