February 11, 2016

John Doe

205 Main Street

Biddeford, ME 04005

Dear John,

A Fair Hearing has been scheduled at your request. The fair hearing will be held:

Date: Thursday, February 18, 2016

Time: 3:00pm

Place: Biddeford City Hall, Council Chambers

**If you are unable to attend at this time please notify me immediately.**

The hearing will be before an impartial authority who was not involved in making the decision on your request for assistance. The decision of the authority will be based on the evidence presented at the hearing. You have the right to:

* Confront and cross-examine witnesses;
* Present witnesses and written evidence on your behalf;
* Be represented by an attorney (at your own expense) or other person

You will be advised of the hearing authority’s decision in writing within 5 working days of the hearing. If you have any questions about this notice or the hearing, please contact me at (207) 284-9514.

Sincerely,

Kristen Barth

General Assistance Administrator