


RETURN ADDRESS
XXXXXXXXXXXXXXXXXXXX
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State of Wisconsin
Case #: 000000000

Capital Consortium
1-234-567-8901 for questions or
to report changes
1-234-567-8901 to fax proof

Mailing Date: MM/DD/YYYY

000001
ANNA MEMBER
123 MAIN ST
ANYTOWN WI 55555



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call X-XXX-XXXX. These services are free.

Email Could Not Be Delivered

We tried to let you know by email that you have a new letter with information about your programs and benefits, but the email could not be delivered to the address below:

ANNAMEMBER@EMAIL.COM

From now on, we will send your letters by regular mail.

You can log in to your MyACCESS account at access.wi.gov to view the letter(s) we tried to send you an email about. We will also send you a copy of the letter(s) by regular mail.

Keep in mind that any letters with information about your programs and benefits might tell you that you need to take an action. The date by which you need to take this action will be listed in the letter.

If you want to get letters and information about your programs and benefits online instead of by regular mail, you must update your email address and change your delivery choice from regular mail to online.

To make these changes:

- Log in to your MyACCESS account at access.wi.gov and click on "Manage My Email," OR
- Contact your agency using the information in the box at the top of this letter.

If you have questions about setting up your account or logging in to access.wi.gov, please call Member Services at 1-800-362-3002.

EXAMPLE