

VA Decision Letter Breakdown Checklist

Organize the letter into issues, findings, evidence, ratings, and deadlines.

Issue-by-issue map

- ☐ Create one row per issue or condition in the letter.
- ☐ Mark the outcome: granted, denied, deferred, continued, increased, decreased, or remanded.
- ☐ Write the rating percentage and effective date for each granted or changed issue.
- ☐ Copy favorable findings separately so they are easy to find later.

Evidence and reasons

- ☐ List the evidence VA says it reviewed.
- ☐ Mark any records you believe are missing from the evidence list.
- ☐ Summarize the reason and bases language in your own words.
- ☐ Flag medical exams, service records, or lay statements that may need closer review.

Next-step prep

- ☐ Write response deadlines and calendar reminders before doing deeper research.
- ☐ Prepare questions about missing evidence, effective dates, and rating criteria.
- ☐ Keep copies of the full letter and any attachments.
- ☐ Ask accredited help when you need representation or legal strategy.

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