[Your address]

 [Your telephone number]

 [Your email address]

 [Date]

By [first class post / hand / email to: [*insert email address*]

[Address of the Council’s Housing benefit department]

Dear Sir/Madam

**Re: Decision dated [date]**

**Appeal to First Tier Tribunal; Child Support, Pensions and Social Security Act 2000, Schedule 7, Para. 6)**

**Request for statement of reasons (Housing Benefit Regulations 2006, SI No. 213, Reg. 90, Schedule 9)**

**Your ref: [Benefit reference number]**

I wish to appeal to the First Tier Tribunal against the Council’s decision on my housing benefit claim dated [date]. I wish to have an oral hearing.

Please forward me a written statement setting out the Council’s reasons for its decision dated [date] on all matters set out in the decision notice and those matters the Council is obliged to notify me of under Schedule 9.

I am aware that you are obliged to send the statement to me within 14 days, or as soon as is reasonably practicable thereafter.

On receipt of the statement of reasons I will submit my reasons for appealing.

[*Include the following sentence if the appeal is about an overpayment:*] Please suspend recovery of the overpayment in accordance with DWP guidance (Overpayments Guide, para. 4.391; Housing Benefit and Council Tax Benefit General Information Bulletin HB/CTB G18/2010).

[*Include the following sentence if the appeal is about a refusal to pay housing benefit directly to your private landlord*:]

I note that as my landlord is a ‘person affected’ by the decision they are a party to the appeal, notwithstanding the fact that I am requesting the appeal (Regulation 2; Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001 SI No 1002, Regulation 3(1)(e); CH 180/2005).

[*Include the following paragraph if you have instructed a legal advisor or representative*:]

The following person is my representative. Please copy all correspondence in this matter to them:

Name: [name]

Organisation: [name of organisation]

Address: [full postal address]

Postcode: [postcode]

Telephone no: [number]

E-mail address: [email address]

I look forward to hearing from you.

Yours faithfully

[Your name]

Copy: [*Insert name & job title of any person you want to forward of copy of this letter to, eg support worker, homelessness officer, legal advisor, councillor, landlord etc*.]