**Important notes:**

* This letter can be posted, emailed or taken in person to the council
* Get independent advice. Shelter’s national helpline is 0808 800 4444. Or search for a legal aid provider online at https://www.gov.uk/check-legal-aid
* Information about the help councils must give you is available at http://england.shelter.org.uk/get\_advice

[Your address]

Tel: [Your email address]

Email: [Your telephone number]

[Council department, e.g. Housing Options Team]

[Council address]

[Date]

By [hand / post / email to [insert email address]]

Dear Sir/Madam

**Homeless review request**

I would be grateful if you would:

* Review the decision you made on my homelessness application on [insert date of decision].
* Confirm the date by which I must provide my reasons for asking for the review and provide any additional information.
* Send me a copy of my homelessness and housing waiting list file records (including any records held electronically).

[Insert the following sentence if you’re occupying temporary accommodation provided by the council] Please also confirm whether you will continue to provide temporary accommodation until the review is completed.

I intend to obtain independent legal advice.

Yours faithfully

[Insert name]