Subject: Stop abandonment proceedings at **<your address>**

Dear housing manager,

This letter is regarding my tenancy at **<your address>**.

I got an abandonment notice on **<date>**. I still live in the tenancy and do not want to leave. I contacted the housing office on **<date>** to tell them to stop the abandonment proceedings.

I was told the abandonment proceedings will go ahead.

I have checked my rights on the Shelter Scotland website. Under section 18 of the Housing (Scotland) Act 2001 you must stop abandonment proceedings if I contact you within 4 weeks to tell you I intend to live in my home.

I have not abandoned my tenancy.

If you do not stop abandonment proceedings I am prepared to get legal advice. I have the right to challenge the abandonment in court.

Please respond in writing within 2 working days to confirm the abandonment proceedings have been stopped.

Kind regards,

**<your name>**

**<contact number>**

**<date>**