Subject: Reporting a change in my circumstances

To the team at **<your council>**

I am writing to you to report a change in my personal circumstances so you can update my claim for **<Housing Benefit / council tax discount / council tax reduction>**

My reference or account number is **<the reference or account number on any letters you have from the council>**.

The change in my circumstances is:

**<delete all that do not apply to you>**

- My new contact details are **<your new telephone number or email address>**

- My new address is **<your new address>**

- My monthly rent has changed from **<your old rent>** to **<your new rent>**

- I’ve started a new job at **<your employer’s name>** and my income is now **<your current income>**

- I have left my job at **<your former employer’s name>** and my income is now **<your current income>**

- I am now getting the following benefits: **<any benefits you currently get>**

- My health has changed. I now get the following support: **<any support or care you get at home>**

- The following person has moved into my home: **<the person’s name>**, **<their relation to you>**, **<whether they're currently working, studying or out of work>**

- The following person has moved out of my home: **<the person’s name>**, **<their relation to you>**, **<whether they're currently working, studying or out of work>**

**<if you need to, add anything else that is not listed>**

This change happened on **<the date that your circumstances changed>**.

Please contact me to confirm that you have updated my claim, and let me know how this change affects it.

If you require any further information please contact me.

Thank you

**<your name>  
<your email address or contact number>**