To **<council or housing association>**

I’m getting in contact to request an update on my housing application. My name is **<your full name>** and my current address is **<your address>**. My housing application was submitted on **<date>**.

Please could you confirm:

* what level of priority I have been awarded under your allocations policy
* the breakdown of the priority by points and/or banding category
* which areas and property types I'm currently being considered for
* how long you estimate I will need to wait for a housing offer

If there is anything else I can do to speed up my wait for housing please let me know.

Thank you

**<your first and last name>  
<contact number>  
<the date you’re sending this letter or email>**