**[Your address]**

**[Date]**

**[Name and address of council]**

**Re: Request for homeless help**

Dear Housing Options team

I need your help to find suitable housing in the council area**.**

I currently live at **[address]** with **[names of anyone who lives with you. Include the ages of any children under 18].**

My financial situation

My monthly income is£**xxx.**

My monthly rent or mortgage payment is £**xxx.**

I can provide more information on my income and spending.

My financial situation has changed because of **[add a short description of what’s happened].**

I believe I amlegally homeless or at risk of homelessness because:

* I cannot afford to pay my housing costs as well as other basic living costs
* I am unable to find a suitable affordable home due to high rents in the area

I need your help to: **[include any that apply]**

* make a homeless application
* find private rented housing with a monthly rent of less than £**xxx**
* negotiate with my landlord to stop a rent increase in my current home
* pay rent in advance for a new tenancy
* get extra priority on the housing waiting list/a direct offer of social housing
* find a suitable home by offering financial assistance
* get a discretionary housing payment to top up my local housing allowance (LHA) which is £**xxx** a month

[Paragraph 6.28 of the Homelessness Code of Guidance](https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-6-homeless-or-threatened-with-homelessness) says that councils must:

* consider affordability of housing in all cases
* take account of the financial resources available to the homeless applicant, the costs of the accommodation and reasonable living expenses

I look forward to hearing from you.

Yours sincerely

**[Your full name]**

**[Your contact telephone number]**