**[Your address]**

**[Date]**

To the homeless team

My name is **[your name]**.

I live with **[list the names and ages of anyone who normally lives with you]**.

I am homeless already or will become homeless on **[date]**.

I asked you for help on **[date]**. I spoke to **[name of council worker if you have it]**.

I was told you could not help because **[what happened or what the council told you]**.

Section 184, Housing Act 1996 says if you have reason to believe I may be homeless or threatened with homelessness you must make inquiries into my situation.

**[Include this if you have children or another priority need]** Section 188 of the Housing Act 1996 says if you have reason to believe I may be homeless, eligible for assistance and have a priority need you must make emergency housing available to me.

Section 189A of the Housing Act 1996 says that anyone eligible for assistance and homeless or threatened with homelessness is entitled to a homeless assessment and personal housing plan.

I need an appointment for you to take my homelessness application.

Please contact me as soon as possible on **[phone number or email]**.

Yours sincerely

**[Your name]**