To **<name of your council or housing association>**

I received an abandonment notice to **<your address>** 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 inform you within 4 weeks that I intend to occupy my home.

I have not abandoned my tenancy. If you do not stop abandonment proceedings I am prepared to get legal advice.

I have included the following evidence:

**<list any evidence>**

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

Kind regards,

**<your name>
<contact number>
<date>**