To **<name of homeless caseworker at council>**

**<client’s first and last name>**has contacted our organisation for assistance with their current homeless situation.

**<client’s first and last name>** presented to your homeless service on **<the date>** however a homeless application was not taken because **<reasons why, for example, no local connection to the area / would be found intentionally homeless / would not be able to afford temporary accommodation>**.

**<client’s first and last name>** is homeless and has nowhere to stay. Their situation is **<explain>**.
**<client’s first and last name>** wishes to apply as homeless and urgently requires accommodation.

Where the local authority have reason to believe that the applicant is homeless, an application should be taken and inquiries made.

Please can you urgently confirm by close of business today that a homeless application will now be taken and temporary accommodation provided from tonight onwards. If you are not taking a homeless application or providing accommodation, please confirm this in writing and the reasons for this.

If the client does not hear from you, I will advise **<client’s first and last name>** to seek legal advice on their rights.

Thank you

**<your first and last name>
<your contact number>**

Client:
**<client’s name>
<client’s contact number>**