Subject: Council tax bill appeal

To the council tax team at **<your council>**

**<your reference or account number on your council tax bill>**

I'm writing to appeal your decision about my council tax bill.

Please can you review **<state what part of the bill is wrong and why, for example:**

**– the valuation of your property is wrong**

**– you or someone you live with should not be liable to pay council tax**

**– a reduction or discount you’re eligible for has not been applied**

**– the amount you owe is wrong**

**– a penalty charge was added your bill which should not have been>**

Please update my council tax account accordingly. If you require any further information, please do not hesitate to contact me.

Thank you

**<your name>**

**<your address>**

**<your phone number>**