To the council tax team

I'm writing to appeal my council tax bill. My reference number is **<the number on your council tax bill>.**

I believe my bill is incorrect because **<explain why, for example: I am exempt from council tax / I am eligible for a reduction that has not been applied>**.

I have attached the following evidence: **<for example: proof of student status / proof of income>**.

I ask that you update my council tax account accordingly and confirm when the change will take effect.

Please contact me if you need any further information.

Thank you

**<your name>**

**<your address>**

**<your phone number>**