Subject: Stop abandonment proceedings at **<your address>**

Dear housing manager,

This letter is regarding my tenancy at **<your address>**.

I received an abandonment notice to my address on **<date>**.

I spoke with **<name of staff member>** **<at the office / at my property / on the phone>** on **<date you spoke to staff member>** to confirm I am still living in my home.

**<Delete this paragraph if it does not apply>**

I explained that I am away temporarily because I am **<example: in hospital / away for work / away providing care / getting care I need / in prison>.** I intend to return to the property as it is my main and principal home.

I told them to stop the abandonment proceedings as I intend to keep living at my home.

Please confirm in writing within 2 working days that you're stopping the proceedings.

Kind regards,

**<your name>**

**<your contact number>**

**<date>**