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

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

I have not abandoned my tenancy. I am writing to ask that you stop the abandonment proceedings because **<I am still living in the property / I intend to occupy the property>** as my principal home.

I spoke with **<name of staff member>** on **<date you spoke to staff member>** to confirm this.

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 my home.

Please confirm in writing within 2 working days that you will stop the abandonment proceedings, as I intend to keep living in my home.

Kind regards,

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