Subject: Request to hold permanent accommodation offer

To **<council>**

I’m contacting you regarding my permanent accommodation offer.

My name is **<your name>** and my date of birth is **<your date of birth>**. I have been working with **<name of your homeless caseworker>**.

I have been offered permanent accommodation at **<address of permanent accommodation offer>**, but I do not believe the offer is suitable for **<my/my household’s>** needs.

I request that you hold the offer while I prepare an appeal. Please confirm if you agree to this.

Please do not consider this an appeal. I will be in touch with further information and evidence.

I look forward to hearing from you.

**<your name>**