Subject: URGENT: <**client’s full name**> <**client’s DOB**> homeless application and temporary accommodation

To **<name of homeless caseworker at council>**

**<client’s name>**has contacted our organisation for assistance with their current homeless situation.

**<client’s name>** presented to your homeless service on **<date>** and a homeless application was taken. However, accommodation was not provided.

**<client’s name>** is homeless and has nowhere to stay. Their situation is **<explain circumstances and vulnerabilities>.**

**<client’s name>** urgently requires accommodation.

According to s29 of the Housing (Scotland) Act 1987, where the local authority has taken a homeless application, there is a statutory duty to provide interim accommodation, if required by the applicant.

Please can you urgently confirm that temporary accommodation will be provided. If you are not providing accommodation, please confirm this in writing and the reasons for this.

Please get back to either myself or <**client’s name**>. If we do not hear from you by <**insert deadline**>, I will advise <**client’s name**> to seek legal advice on their rights.

Thank you

**<your full name>  
<your contact number>**

Client:  
**<client’s name>  
<client’s contact number>**