To **<council>**

I am contacting you regarding my temporary accommodation. I am currently staying at **<address of temporary accommodation>** and I have been there since **<date>**.

Under the Homeless Persons (Unsuitable Accommodation) (Scotland) Order 2014, after 7 days you must offer me accommodation that meets the suitability standards.

I believe my current accommodation is legally unsuitable because it is not reasonably accessible to **<my place of employment / my children's education / my family's essential health services>**.

**<delete anything that does not apply to you and add more details if you can>**

To get to my **<workplace / health service / children’s school>** at **<address>**, it takes me **<amount of time>** by **<type of transport>**. This is made more difficult because **<for example, details about your working hours or accessibility needs>**.

This is impacting me because **<give details of how it's affecting your health, wellbeing or personal circumstances>**.

I have provided the following evidence:

**<list the evidence you’ve given>**

I contacted the council on **<date>** and spoke to **<name>** and was told **<what they said>**. I have not heard back.

Please reply within 3 working days of receiving this and confirm that you will offer me suitable temporary accommodation.

If I do not get a response within this time, I will seek legal advice.

I look forward to hearing from you.

**<your name>  
<phone number>  
<date>**