Subject: Unsuitable temporary accommodation

To **<council>**

I’m 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**:**

**<delete any that do not apply to you and add more details if you can>**

**- it is not usable 24 hours a day
- it does not have a proper private bathroom that I can access
- it is not in the council area
- it is not suitable for my children to visit
- it does not have enough bedrooms for the size of my household
- it does not have proper cooking facilities and a living room that I can use
- it does not allow me to reasonably access my <work/health service/school>
- it does not meet my household’s needs, because <give details>
- there has not been an assessment of my needs**

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

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

I have provided the following evidence: **<list the evidence you’ve given>**

I am asking for:
- an occupational therapy assessment to determine my accommodation needs
- a temporary accommodation offer that meets my needs

Please reply within 3 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 get legal advice.

I look forward to hearing from you.

**<your name>**