Subject: Accept unsuitable permanent accommodation offer

Dear **<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>**.

I accept this offer, but will be appealing as I believe it is unsuitable for **<my/my household’s>** needs.

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>**