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:

**<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  
- it does not have proper cooking facilities and a living room that I can use  
- it is overcrowded according to legal standards  
it’s not suitable for my children to visit because **<give details of why your children cannot visit you there>**

This is having a serious impact on **<me / my family>** 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 any evidence you’ve given>**

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>  
<your phone number>  
<date>**