[***Add your address***]

[***Add the date***]

[***Add address of council’s housing benefit department***]

**Your Ref:** [***Add reference or your account number from council’s letters***]

Dear Sir/Madam,

**Request for backdated housing benefit at [*add address*]**

I am writing regarding my claim for housing benefit. I would like to request that my benefit be backdated to [***add earliest date you want to claim benefit from***].

I was not able to claim benefit before because ***[give reasons to cover backdated period eg illness or death of a family member and any relevant dates].***

I attach the following: [***attach any evidence eg letter from a doctor, support worker, health visitor***].

Please contact me if you need any further information. Thank you.

Yours faithfully,

[***Add your name***]