[Your address]

[Date]

To the homeless team

I need homeless help under Part 7 of the Housing Act 1996.

My name is **[your name]**.

I live with **[list the names and ages of anyone who normally lives with you]**.

I am homeless already or will become homeless on **[date]**.

I need help because **[the reason you are or will be homeless]**.

Please treat this email as my homeless application.

I am asking for help with finding accommodation. I have given you reason to believe that I may be homeless or threatened with homelessness. (Homelessness code of guidance, para 18.5).

Please do not direct me to an online form as I find this difficult. By law, you cannot insist I make my homeless application in a particular way.

**[Include this sentence if children live with you or you have another priority need]** I also need emergency housing under section 188, Housing Act 1996.

I need to speak to a homeless officer urgently.

Please contact me on **[phone number or email]**.