[***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

**Notification of change of circumstances**

I am writing to notify you of a change in my circumstances from [***add date of change***]***.***

The change was [***add details eg your income changed, your partner moved in***].

Please update my claim accordingly. Please contact me if you need any further information.

Thank you.

Yours faithfully,

[***Add your name*]**