Your address

Date

To homelessness team

**Your council’s address**

Ref: **The reference number on the council’s decision letter**

To the homelessness team at **name of your council**,

I would like to ask for a review under s.202(1), Housing Act 1996.

I wish to review the council’s decision of **date decision was made** about my recent homelessness application. I received the decision on **date received**.

The council decided that**[include information about the decision]**.

Please provide me with a copy of my housing file. This request is made under s.106(5), Housing Act 1985 and s.45(1), Data Protection Act 2018.

I am seeking urgent legal advice and help with the review process.

Please delay making a decision on review until my legal adviser has had the opportunity to review my file and make written representations on my behalf.

**[Delete if not needed]**I also ask that you continue to provide temporary accommodation until a review decision has been made.

Thank you,

**Your name**

**Your phone number**