[***Add your address (or c/o address)***]

[***Add the date***]

To the Homeless Persons’ Section

[***Add your council’s address***]

Dear Sir or Madam,

**HOMELESSNESS APPLICATION**

I wish to apply as homeless and would like to speak to a homelessness officer urgently.

[***Delete one:*** I will be homeless/I became homeless]on [***add date***].

This is because [***write the reason you are or will be homeless***].

I am a [***add citizenship details eg British citizen or EU national***].

I believe that I am in priority need because:

[***Add details, such as:***

* I have ‘dependent children’ who live with me
* I am pregnant (***or someone you live with is pregnant***)
* I am ‘vulnerable’ ***(eg because of old age, disability or mental illness)***
* I am homeless after (***a flood, fire or other disaster***)]

I am applying for myself and for the following people live with me (or would live with me if I had a home for us all): [***List who’ll be living with you***].

 Thank you for your help in this matter.

Yours faithfully

[***Add your name***]

Contact telephone number: [***Add your phone number***]

[***Include evidence eg copy of a court order, notice from landlord or mortgage lender, or letter from friend or family you’re staying with confirming they’ve asked you to leave.)***