[***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 housing benefit for two homes: overlapping tenancies**

I am writing to request payment of housing benefit for two homes.

I moved into my new home at [***add your new address***] on [***add date***].

My tenancy at [***add your old address***] does not end until [***add date***]***.***

Until then I remain responsible for the rent on both tenancies.

It was not possible to avoid the tenancies overlapping as [***write why you couldn’t end your old tenancy and start the new one on the same day.***]

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

Yours faithfully,

[***Add your name***]