<Your address>

<Your postcode>

<date>

<Address of the housing/council tax benefit department>

Dear Sirs,

**<Your reference or account number>**

(you will find this on any letters from the housing and council tax benefit department)

I am writing to you about the letter you sent me on <date of letter sent from housing/council tax benefit department> telling me that I have been overpaid housing benefit. I would like to ask for a written statement of reasons explaining how the overpayment arose.

Thank you.

Yours faithfully,

<Your name>