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

[***Add the date***]

To the Housing Department

[***Add your council’s address***]

Dear Sir or Madam

**Your Ref:** [***Add reference number on the council’s decision letter***]

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

I wish to review the council’s decision of [***add date of decision letter***] about my recent homelessness application. I received the decision on [***add date***].

The council decided that [***write what the decision was***].

*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 chance to review my file and make written representations on my behalf.

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

Thank you for your help in this matter.

Yours sincerely

[***Add your name***]

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