[Your address]

[Date]

[Your council tax reference number]

To the council tax team

I am being moved to universal credit.

I need to apply for UC credit by **[date on your migration notice].**

I want to make sure that my council tax support continues when I move to universal credit.

Please could you contact me to:

* confirm my council tax reduction will continue
* tell me if I need to send you more information or evidence

Thank you

**[Your name]**

**[Your email address]**

**[Your phone number]**