



Housing and Council Tax Benefit

Please fill in using **black ink**

Claim Number

Name

Address

Date of the letter we sent you which you disagree with

If it is over **1 month** since the date of this letter, tell us the reasons why you delayed contacting us.

Use this space to tell us **why** you want us to look again at your benefit claim, explaining in detail **what** you do not agree with and the **reasons** for this.

If you need more space, use another sheet of paper. Remember to put your Claim Number, name and address on any extra sheets of paper.

Signature

Date