

**From claimant to housing benefits
Providing evidence of ongoing tenancy and rent**

[Your address]

[Your telephone number]

[Your email address]

[Date]

[Address of the Council's housing benefit department]

By [first class post / hand / email to: *[insert email address]*]

Dear Sir/Madam

**Re: Housing benefit claim
Evidence of tenancy and rental liability**

I write to provide evidence of my tenancy and rental liability.

Please find enclosed a copy of my tenancy agreement.

[OR, if there's been a period of time since the tenancy agreement was signed] Please find enclosed a copy of my tenancy agreement and a letter from my landlord confirming my ongoing tenancy and current rent.

I trust that this letter suffices as satisfactory evidence for your purposes. However, if it does not, or if you have any queries in relation to this matter, please do not hesitate to contact me, and/or my landlord who is contactable at *[insert contact details]*.

Yours faithfully

[Your name]

Enc: Copy of tenancy agreement
Letter from landlord

