[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: Permission for disclosure of information to landlord**

I hereby give the housing benefit department permission to share information about my claim for housing benefit with my landlord [name] of [address].

I specifically consent to you disclosing the following information to my landlord in relation to my claim should they request it:

* whether my claim has been received;
* the status of my claim;
* whether you are waiting for further information, documentation or evidence that you reasonably require in order to make a decision on my claim
* if so, a description of the information or documentation required
* if a decision has been made on my claim:
  + the date my benefit starts and ends
  + the weekly amount of my benefit
  + when my benefit will be paid
* whether a decision has been made that there is a recoverable overpayment of benefit, and if so a summary of the overpayment decision.

This permission does not extend to the sharing of personal or financial data. I understand that I can withdraw this permission at any time.

Please advise me in writing by return if you’re unable to give effect to this request for any reason.

Yours faithfully

[Your name]

Copy: [Name and address of landlord]