

**From claimant to housing benefits
Requesting copy of housing benefit file records**

[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: Request for disclosure of housing benefit file
Data Protection Act 2018
Your ref: [Housing benefit reference number]**

I write to ask that you provide a complete copy of my housing benefit and council tax **[benefit/reduction scheme]** files, including any information that is held electronically.

Please note that I urgently require this information, because *[Insert any specific reasons for needing the information urgently, eg I need to prevent my landlord ending my tenancy because of rent arrears / it is needed in connection with my housing benefit appeal / it is needed in connection with my housing benefit complaint / it is needed in connection with my homelessness application]*.

I trust that you will forward the information without any undue delay, and in any event no later than one month from the date on which this request is received (Data Protection Act 2018, section 45(3) and section 54(2)).

I understand that no fee may be charged in connection with this request (General Data Protection Regulation (EU) 2016/679, Article 12(5)).

Yours faithfully

[Your name]

