

**From claimant to housing benefits
Requesting statement of reasons for housing benefit decision**

[Your address]

[Your telephone number]

[Your email address]

[Date]

[Address of the Council's housing benefit department]

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

Dear Sirs

**Re: Decision dated [date]
Request for written statement of reasons
Housing Benefit Regulations 2006, SI No. 213, Reg. 90 and Schedule 9
Your ref: [Benefit reference number]**

Please forward me a written statement setting out the Council's reasons for your decision dated [date] on all matters set out in the decision notice and those matters the Council is obliged to notify me of under Schedule 9.

I am aware that you are obliged to send the statement to me within 14 days, or as soon as is reasonably practicable thereafter.

I look forward to hearing from you.

Yours faithfully

[Your name]

