**Template letter:
Requesting information about a transfer or allocation**

[Name of the housing department]
[Their address]

[Your name]
[Your address]

[Date]

Dear Sir/Madam,

I have applied to your authority for an allocation of accommodation. [Give date/reference details]

Please can you provide me with the following information:

* a copy of my application form,
* all the documents you have in relation to my application,
* a summary of the relevant facts you have taken into account in making a decision on my application,
* a breakdown of the number of points you have allocated and/or an explanation of the way that priority has been decided,
* an explanation of what medical priority has been awarded and/or points/priority given based on me being disabled,
* how likely it is that suitable accommodation will be made available under your Allocation Scheme and when this is likely to happen.

This request is made under s166A of the Housing Act 1996 [if in England. If in Wales it is s167 of the Housing Act 1996].

Please treat this request as also being made pursuant to the Data Protection Act 2018.

Yours faithfully,

[Your name]