**Template letter:**

**Requesting a review of a transfer or allocation**

[Name of the housing department]  
[Their address]

[Your name]  
[Your address]

[Date]

Dear Sir/Madam,

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

[Select one of the following options:]

You have made a decision that I cannot go on your Allocation Scheme because [ ]

OR

You have made a decision to place me in Band [xx] and/or to give me [xx] priority and/or to give me [xx] points.

I think that you have made a mistake in how you have dealt with my application. [Set out why]

Please can you review your decision under s166A of the Housing Act 1996 [if in England.]

I look forward to hearing from you about how you will carry out the review and how I can make representations.

Yours faithfully