**Template letter**

**Request for review of homelessness decision letter**

Name and contact details writen on the decision letter

Your name

Address

Date

Dear Sir/Madam,

Re: Request for review of decision – section 202 Housing Act 1996

I wish to request a review of the decision dated [insert the date on your decision letter] that [insert details of the decision]. Please inform me of the process by which you will review the decision and how I can make representations.

[Please provide me with a copy of my complete homelessness file under the Data Protection Act 1998. I enclose a cheque in the sum of £10.

I need a copy of the file before I can make full representations so I would appreciate it if this could be provided as soon as possible.]\*

Yours faithfully,

[\* It is usually helpful to have a copy of the council’s file so you can see if they have made mistakes or stated things that you disagree with. But you do not have to request the file and can make representations without it. If you do not want to request it or pay the fee delete these two paragraphs.]