Housing Benefit Section

Mulberry Place

5 Clove Crescent

E14 2BG

Date

Dear Sir/Madam,

**Re: Request to reinstate Housing Benefit, your letter dated:**

**Name:**

**Address:**

**REF:**

As you are aware my Job Seekers Allowance has stopped. My benefit has been

sanctioned from:..............................until ............................. This was because:

.......................................................................................................................................

.......................................................................................................................................

In the meantime there are no other changes of circumstances, my current income is :

* Child Benefit
* Child Tax Credit
* Nil
* JSA hardship payment applied for but nil at present
* JSA hardship payment
* Other [........................................]

Please reinstate HB based on income details you already hold. There has been no other change in my circumstances..

Yours faithfully