|  |  |
| --- | --- |
| Date |  |
| Purpose of contact |  |
| What are you asking me to do? |  |
| Status  (Please delete as appropriate) | **URGENT / ROUTINE / FOR REVIEW / FOR INFORMATION** |
| Action date required |  |

KEY POINTS TO COMMUNICATE

|  |  |
| --- | --- |
| Start of the issue? |  |
| What could resolve it? |  |
| If the issue is housing, are you a council tenant, private tenant, leaseholder or homeowner? |  |
| If the issue is housing, who is your housing provider? |  |
| Any other relevant information? (Please keep it brief) |  |

YOUR CONTACT DETAILS

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| TELEPHONE NUMBER |  |
| EMAIL ADDRESS |  |

Thank you.