ApplicantNamePlaceHolder

Address1PlaceHolder

Address2PlaceHolder

CityPlaceHolder

PostcodePlaceHolder

CurrentDatePlaceHolder

our ref: OurReferencePlaceHolder

your ref: YourReferencePlaceHolder

Dear ApplicantNamePlaceHolder,

Re: VBL Application ApplicationNumberPlaceHolder

I am writing with reference to your current VBL housing application. Your application is due to or has expired on: ExpiryDatePlaceHolder

Should you wish to reopen / extend the end date of you application please contact a member of the team on 01274 257777 before ExpiryDatePlaceHolder to make the required changes. If you do not make contact on or before this date, your application will expire as agreed.

If you still require rehousing and make contact after ExpiryDatePlaceHolder you will be asked to commence a new application.

Yours sincerely,

OfficerNamePlaceHolder

OrganisationNamePlaceHolder

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| --- | --- |
| * if you need a translator or this letter in another language or format please tel: 01274 254321 | |
| **tel:** TelephoneNumberPlaceHolder  **fax:** FaxNumberPlaceHolder  **email:** EmailAddressPlaceHolder  **website:** www.incommunities.co.uk | **ServiceNamePlaceHolder**  The Quays, Victoria Street,  Shipley, West Yorkshire, BD17 7BN |