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| **Our reference:** [client reference number]**Your reference**: [if appropriate] |
| [Addressee Name][Addressee line one][Addressee town][Addressee postcode] |
| Tuesday, 20 February 2018 |

Dear Dr [addressee name],

Re: [client name, DOB & address]

We write on behalf of the above named client, please find their authorisation attached.

People with severe mental impairment can be exempted from Council Tax if their GP or specialist believes that their impairment is so severe that they cannot understand local issues sufficiently to be able to have a stake in the spending decisions of local authorities. Further guidance on this attached.

I enclose the relevant form and would be very grateful if you could consider whether, in your opinion, this applies to [client name]. If it does apply, would you complete page 2 of the form and return it to me (rather than direct to Watford Borough Council).

Please let me know if you need any further information before responding – I can be reached on 01923 224531.

Yours sincerely,

[your name]

Yours [sincerely / faithfully]

On behalf of Citizens Advice Watford