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| **Our reference:** [client reference number]**Your reference**: [if appropriate] |
| REVENUES & BENEFITSWATFORD BOROUGH COUNCILTOWN HALLWATFORDHERTFORDSHIRE WD17 3EX  |
| Tuesday, 20 February 2018 |

Dear Sir or Madam

Re: [client name & address]

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

Please find enclosed a Council Tax exemption due to severe mental impairment certificate completed by the above client’s doctor. I also enclose award letter(s) showing that the client is in receipt of [disability benefit].

I would be grateful if the exemption could be applied from [date on medical certificate] and our client’s Council Tax account revised accordingly, including where applicable, the application of the single person’s discount for the household. Should any refund be due as a result of the exemption being applied, I would request that this is calculated and paid to [client’s name] as soon as possible.

Yours faithfully,

Yours [sincerely / faithfully]

On behalf of Citizens Advice Watford