

If your circumstances change, you must tell us in writing immediately. If the change means you get more benefit, you must tell us about it within one month. If you do not, the increase will only start from the date you tell us of the change. If the change means you get less benefit, it will start from the date of the change. If we pay you too much benefit because you did not tell us about a change, or told us afterwards, you must pay the money back.

You do have up to a month to supply the information, but the longer you leave it, the longer it will be before you receive any more benefit. **If you do not respond within a month your benefit will be cancelled from 24th November 2008. If you have been paid benefit after that date, you will have to repay it.**

Yours sincerely

Change Events Team

Mr Simon Cordell
109 Burncroft Avenue, Enfield, EN3 7JQ
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I no longer wish to claim Housing or Council Tax Benefit. Please cancel my claim.

Signed:

Date: