

Letter Template - Student Evidence Required

COUNCIL TAX BILLING HEADER

Dear **Title Initial Surname**

Council Tax Account - XXXXXXXX

Thank you for completing our application form for a reduction in council tax on the grounds of being a student.

Unfortunately it has not been possible to award the relevant reduction as we have not received the required evidence to support your application.

In order to award the reduction we require the following:-

Liable party name	type of evidence
Liable party name	type of evidence
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If you do not have this information you will be able to obtain it from the admissions office at your place of study.

Failure to provide the above evidence will mean the relevant reduction can not be awarded and council tax will remain payable. Action may be taken to recover any outstanding council tax, including any costs incurred, if the evidence is not supplied within 14 days.

In order to avoid further action being taken and to ensure your council tax liability is correct, please provide the above evidence to this Council by XX
Xxxxxx XXXX.

If you have any queries please do not hesitate to contact the Revenues Team on the number above.

Yours sincerely

REVENUES FOOTER