

**To: The Benefits Section  
Surrey Heath Borough Council**

Name: .....

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Address: .....

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Postcode: .....

Claim Number: .....

*Please explain what decision you think is wrong:* .....

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*Please tick one of the following:*

I would like a written explanation of the decision

I would like you to look again at the decision

I would like to appeal to an Appeals Tribunal (this will only take place after the Council has reviewed its decision)