Dear

**Council Tax –**

You have recently submitted a request for a discount/exemption to be applied to your Council Tax Liability.

Please state which discount/exemption you wish to claim:

________________________________________________________________________

Please also state why you think you qualify for this discount/exemption:

________________________________________________________________________

________________________________________________________________________

Please return this information to: Revenues Office
Customer Service Centre
5th Floor Town Hall Extension
Luton
LU1 2BQ

If you require any further information or advice on claiming discounts or exemptions, please telephone 0300 790 0340.

Or you can drop in to the Town Hall Customer Service Centre, Upper George Street, Luton.

Yours sincerely

Assessment Officer