

Name
Address 1
Address 2
Address 3
Address 4

Date **Insert date**

Dear **Insert name**

Important Information

Please update your Universal Credit journal with your new rent and service charges

We wrote to you in January to advise you of your new rent and service charges from 1 April 2019.

We are aware that you are currently in receipt of Universal Credit; and would like to remind you that it is your responsibility to log into your journal and report this as a change of circumstances. **You must do this on 1 April 2019**, or as soon as possible after this date.

A failure to do so may result in the DWP making overpayments/underpayments and you will be responsible for repaying this back to the DWP or paying extra towards your rent and service charges.

Please see the guidance from the DWP at <https://www.gov.uk/universal-credit/changes-of-circumstances>.

Yours sincerely

Lucie Westbury

Lucie Westbury
Interim Head of Income Management