**[Insert Date]**

To whom it may concern,

I work for **[Organisation Name]** and am currently supporting **[Client Name, DOB, National Insurance Number].**

**[Client Name]** is currently **[rough sleeping/in insecure housing/brief explanation of client’s situation].** As a result, I feel their Claimant Commitment should be tailored to take into consideration their current situation.

As you are aware, as per DWP guidance, Work Coaches are responsible for reviewing an individual’s Claimant Commitment and adjusting this to reflect the claimant’s personal circumstances.

Due to the nature of **[Client’s Name]** situation, I would urge you to apply for an easement so they do not have to seek work during this time, allowing them to focus on **[finding accommodation/connecting with support services – amend according to client need].** It would be preferable if all requirements could be temporarily switched off whilst they look at stabilising their situation.

If you require any further information about how I am supporting **[Client Name]**,please get in touch via the contact details below.

Yours faithfully,

**[Name of Lead Worker]**

**[Contact Details]**

**Consent to Share Information**

I **[Client Name, DOB]** give permission for **[Name of Lead Worker]** to share information about my personal circumstances with my Work Coach.

**PRINT NAME:**

**Signature:**