

Mr William TAYLOR
Flat 7
Fairview
73 Newington Road
EDINBURGH
EH9 1QW

Mr Mark JONES
Flat 16
Greenacres
314 Oxford Street
LONDON
W1 2QJ

09 December 2014

Dear Mr JONES,

Reference: XXXX
Request for revised Council Tax bill

We hereby inform you that one of us is a full-time student. As a result, we would like to claim a single person's discount of 25% on the council tax bill you recently sent to us. We have enclosed the student certificate as proof.

We would appreciate if you could issue another council tax bill accordingly.

William TAYLOR