

**[Region/Directorate]**

[First line of address]  
[Second line of address]  
[Third line of address]  
[Fourth line of address]  
[Postcode]

[Addressee name]  
[First line of address]  
[Second line of address]  
[Third line of address]  
[Postcode]

**Tel** +44 (0)[000 0000 0000]  
**Fax** +44 (0)[000 0000 0000]  
**Email** [name.surname]  
@homeoffice.gsi.gov.uk  
**Web** www.ukba.homeoffice.gov.uk

[00 Month 0000]

Ref: [Insert reference]

Dear

We are currently experiencing difficulties with updating your new address, as it appears to be a commercial property. In order to rectify this it would be most appreciated if you could supply us with a **utility bill** of some form, which clearly displays your current address.

It is in your best interest to provide us with this information as soon as possible so that the delay of your support can be kept to a minimum. If you wish to post your response to us please use the **pre paid envelope provided**. However, you may also fax the relevant document to [\[insert fax number\]](#).

[Sign off]

[Name]

[Region/Directorate]