

[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 [Name]

Thank you for your [Letter/Fax](#) dated [Day/Month/Year](#), which we have enclosed.

To help us deal with your enquiry and to identify any correspondence please supply as many answers to the questions below as possible.

Please return this along with the **original letter** to the above address.

[Sign off]

[Name]

[Region/Directorate]