

**[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

The United Kingdom Border Agency has recently received your notification regarding your change of address and your request to change from “accommodation and subsistence” to “subsistence only” support. However we note that the address you have chosen to live at is accommodation used by the UK Border Agency and that you do not have authority to move into that address.

You must seek alternative accommodation, which can be either private accommodation (provided you have the means to pay for it and the landlords permission to live there) or apply for Asylum Support accommodation.

Asylum Support accommodation is provided on a ‘no choice basis’ and can be anywhere in the United Kingdom. You will be expected to travel to the accommodation address offered to you. Failure to do so may result in your support being discontinued under Regulation 20 of the Asylum Support Regulations 2000.

In any event you must leave your current address, as failure to do so will result in your support being withdrawn.

[Sign off]