

**[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 requesting the addition of your family members to your Asylum Support application.

The United Kingdom Border Agency is unable to consider your request, as the following information is required:

- Your Dependant's SAL 1 or ARC Card
- Complete details of dependant (Full name, Date of birth, relationship to you)
- Asylum Support Reference number of dependant (If possible)
- Original Full Birth Certificate
- Signed confirmation from your partner and yourself stating who will be the main applicant

We are unable to consider your request, at the present moment, without this information.

We have not retained a copy of your request, therefore, should you wish to pursue this matter you will need to re-submit your request with the above information within 5 working days.

**A pre-paid, self-addressed, envelope is enclosed for your convenience.**

[Sign off]