

[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]

This letter is confirmation that.....has been **added/removed** as a dependant to this application. Your regular support payments provided to you by the United Kingdom Border Agency has been amended taking into consideration your current needs. The details of the support you will now receive, is as follows:

Within 2 working days from the date of this letter, Sodexo Pass will be delivering (or will have delivered) an **EMERGENCY SUPPORT TOKEN to your current address by courier. The Emergency Support Token is to the value of £00.00 and is to cover the period Day/Month/Year until Day/Month/ Year.** This is to cover your essential living needs until your regular cash payments are available for collection from the post office.

You must make every effort to be at home to receive this pack, if you are not you will be left a telephone number to ring to arrange re-delivery. You will need to give your Asylum Support reference number to the courier and you must sign to confirm receipt of the pack.

Your Emergency Support Token must to be cashed at your designated Post Office. If you are not sure which is your designated post office, please contact the Sodexo Pass Helpline on 01276 687 099. Please note that **no** additional emergency support will be sent to you within the above period and therefore it is important that you carefully monitor your expenditure.

Your regular cash voucher issue has been amended, following the change to your current circumstances. The new details are outlined below:

Start Date	End Date	Value
Day/Month/Year	Day/Month/Year	£00.00
Day/Month/Year	Ongoing	£00.00

You are reminded that you are still required to comply with the terms of the agreement sent to you, when your original support package was provided.

It is your responsibility to inform the immigration office dealing with your case of your new address before you move. This should be done by telephoning the immigration office as soon as possible. The correct number can be found on the letter issued by the Immigration Service notifying you of your temporary admission to the United Kingdom (Form IS96).

[Sign off]

[Name]

[Region/Directorate]