# Template letters for UK France Agreement

*Please keep a copy and hand a copy to an Immigration Officer or Welfare Officer at the place where you are detained. Please also email it to:*

[*NRPC-correspondence@contactus.homeoffice.gov.uk*](mailto:NRPC-correspondence@contactus.homeoffice.gov.uk)

*Please find the following template letters below:*

1. [Letter in Response to the Notice of Intent](#Bookmark1)
2. [Letter that may be sent to the Home Office 14 days after arrival in the UK](#Bookmark2)
3. [Letter to be sent 28 days after arrival in the UK](#Bookmark3)

You can download a word document version of this here:

**Template 1: Response to the Notice of Intent (to be sent within 7 days)**

*This is a letter to send within 7 days of receiving a Notice of Intent to ask for time to find a legal representative; and/or to notify the Home Office of exceptional circumstances; and ask to be released on bail.*

Date:

Dear Home Office,

I have been detained and I have received a letter from the Home Office that says I may be removed to France. I do not have a legal representative who can help me and I urgently need expert legal advice so that I can respond to the letter which raises difficult legal issues. I therefore ask that you give me an extension of time so that I can find a lawyer to help me.

Please note that (tick any that apply):

* I have previously suffered torture or inhuman treatment
* I have been trafficked to the UK
* I have mental health problems
* I have physical health problems
* I have family in the UK (add names and relationships):

I therefore need legal advice to make submissions to the Home Office.

In these circumstances and because my removal is not imminent, I also ask that I am released on bail. If this is refused, I ask that reasons be given to me now to explain why I am being detained.

I have also asked a charity to help me to find a lawyer urgently. The organisation is [ENTER NAME OF ORGANISATION] and their contact details are [ENTER CONTACT DETAILS].

Yours faithfully,

[NAME],

[HOME OFFICE REFERENCE NUMBER]

**Template 2: Letter that may be sent to the Home Office at least 14 days after arrival in the UK**

*You do not have to send this letter if you are worried it will bring the Home Office’s attention to your case. But if you do send it, we recommend you do so at least 14 days after your arrival in the UK.*

*This letter is to ask whether the Home Office have made a referral to France within 14 days and if they have not, to ask to be released.*

Date: [TODAY’S DATE]

Dear Madam/Sir,

**RE: Urgent request for confirmation of UK’s application for readmission under the UK-France Agreement 2025**

I am writing to you because I am currently being detained in [PLACE OF DETENTION] under the UK-France Agreement 2025 (“the Agreement”). I arrived in the UK on [ARRIVAL DATE] and as such, on or before [ARRIVAL DATE + 14 DAYS], the UK should have submitted an application for readmission (“Application”) to France, per Article 8(1) of the Agreement.

I urgently request confirmation and evidence that an application has been made to France and the date when the application was made.

In the event that the UK has not submitted the Application to France before [ARRIVAL DATE + 14 DAYS], please release me on bail immediately as it appears I am no longer considered under the scheme for removal to France.

I also ask that I am released on bail as (tick any that apply):

* I have previously suffered torture or inhuman treatment
* I have been trafficked to the UK
* I have mental health problems
* I have physical health problems
* I have family in the UK (add names and relationships):

Yours faithfully,

[NAME],

[HOME OFFICE REFERENCE NUMBER]

**Template 3: Letter to be sent at least 28 days after arrival in the UK**

*This letter covers the same points as template two but also asks for evidence that France has responded to the Home Office or requested an extension within the timeframes allowed by the policy. We recommend you send this letter at least 28 days after your arrival in the UK.*

Date: [TODAY’S DATE]

Dear Madam/Sir,

**RE: Urgent request for confirmation of France’s reply under the UK-France Agreement 2025**

I am writing to you because I am currently being detained in [PLACE OF DETENTION] under the UK-France Agreement 2025 (“the Agreement”). I arrived in the UK on [ARRIVAL DATE] and as such, on or before [ARRIVAL DATE + 28 DAYS], France should have submitted a reply to the UK’s application for readmission, per Article 8(2) of the Agreement, or, France should have requested an extension from the UK.

I urgently request confirmation and evidence whether France has accepted or refused the UK’s application for readmission, or, whether France has requested an extension, and if so, when was this submitted to the UK?

In the event that France has not submitted the reply to the UK or requested an extension from the UK before [ARRIVAL DATE + 28 DAYS], per Article 8(2) of the Agreement, France’s reply shall be considered negative. As such, please release me on bail immediately as it appears I am no longer considered under the scheme for removal to France.

I also ask that I am released on bail as (tick any that apply):

* I have previously suffered torture or inhuman treatment
* I have been trafficked to the UK
* I have mental health problems
* I have physical health problems
* I have family in the UK (names and relationships):

Yours faithfully,

[NAME]  
[HOME OFFICE REFERENCE NUMBER]