

*DRAFT TEMPLATE TO ASK TO REINSTATE A WITHDRAWN ASYLUM CLAIM*

**[TODAY'S DATE]**

Dear Madam or Sir

**REQUEST TO REINSTATE WITHDRAWAL OF ASYLUM CLAIM**

**Name, date of birth, nationality, Home Office reference number**

I am writing about my asylum application which was withdrawn by the Home Office on **[DATE]** **[put here why your claim was withdrawn; the Home Office should have put the reason on the letter sent to you when they told you they were withdrawing your case.]**

I have been helped by **[for example my care worker/ a youth advocate]** to write this letter as I do not know how to do it by myself.

I do not have a lawyer helping me and this is causing me stress and confusion. **[You may want to say that you are making every effort to find a solicitor and provide information of the number of attempts you have made. It can also be helpful to provide evidence of this, for example, email referrals to solicitor firms.]**

I was invited to attend an interview with the Home Office **[DATE]**. **[Why were you unable to go to the interview? Was it an issue with travel, you not understanding a letter, or not receiving a letter informing you of your interview? Was it related to physical or mental health issues or illness? You will need to explain as clearly as possible why you did not attend. Provide key dates and evidence.]**

On **[DATE]** I got a letter from the Home Office. The letter said that I needed to explain why I missed the interview, with **[DATE]** as the deadline to respond. **[You will need to explain here why you were unable to reply to this letter. Did you try to reply to this letter? If not, what made it difficult for you? Explain the reasons you found it challenging to reply. This might be because you have limited English or difficulties reading and writing. There might be other reasons that you need to explain.]**

On **[DATE]**, I received another letter from the Home Office. This letter said that I had failed to respond or provide an explanation for my missed interview, and so the Home Office were withdrawing my asylum case.

I am **[AGE]** and very worried about my asylum case being withdrawn. The situation was out of my control and it could not have been prevented. I did not have a representative to advise or help me. Given the circumstances of my case and the **additional evidence attached**, I would be grateful if my claim for asylum could be re-instated.

Please let me know if you need any more information from me in order to do this. My up to date contact details are:

**ADDRESS**

**EMAIL**

**PHONE NUMBER**

Yours sincerely

**[Name]**