*[Your address - in full]*

 *[The name and address of the organisation*

*asking for information about your immigration status]*

**Date:** *[insert]*

**Dear Sir/Madam,**

*[Your name, date of birth and nationality]*

*[Name, date of birth and nationality of each dependant (this is normally any family members included in your application)]*

**I made an application for further leave to remain in the UK, on the basis of** *[insert the reason you were asking for permission to stay in the UK, e.g. my private and family life]***.****I previously held leave to remain on this basis, with permission to** *[list the conditions on your last grant of leave, e.g. work, study and access public funds in the UK]***.**

**My application to extend my leave to remain in the UK was submitted on** *[DATE]***, before my previous grant of leave expired (on** *[DATE]***).**

**Section 3C of the Immigration Act 1971 allows a person who has submitted an in-time application to extend their stay in the UK. They will not become an overstayer while their application remains outstanding and the conditions which applied during their previous grant of leave continue.**

**As I submitted my application when I had leave to remain, my leave is automatically extended with the same conditions. This means that I am still permitted to** *[list the conditions on your last grant of leave, e.g. work, study and access public funds in the UK. This should be clearly written on the decision letter from your last grant of leave]***.**

**Employers can ask the Home Office to check an employee’s or potential employee’s immigration status using the Employer Checking Service:** [**https://www.gov.uk/employee-immigration-employment-status**](https://www.gov.uk/employee-immigration-employment-status)**.**

**I have not yet received a decision in** *[my case/my family’s case]***. I understand that the Home Office service standard for making decisions on this type of application is 12 months.**

*[If it has been more than twelve months since you submitted your application, please see the* [*template letter on chasing the status of your immigration application*](http://www.childrenslegalcentre.com/resources/chasing-letter-home-office/)*, then include the following sentence:]* **I contacted the Home Office to ask about the status of my application on** *[DATE]* **and I am awaiting a response.**

**In spite of this Home Office delay, I have an ongoing right of residence in the UK, including the right to** *[list the conditions on your last grant of leave, e.g. work, study and access public funds. This should be clearly written on the decision letter from your last grant of leave]***.**

**Yours faithfully,**

*[Your signature]*

*[Your name]*