Once you have sent an application, the Home Office should try to make a decision within six months, but it can take longer. If you have been waiting for more than six months, and you want to find out what has happened to your case, the best thing to do is **write them a letter**. **What you will need to include in this letter will depend on your individual case.** However, below is a template with some ideas.

Writing a chasing letter to the Home Office

*Home Office address (in full) Your address (in full)*

**Date:** *[insert]*

**Home Office Reference:** *[insert]*

**Recorded delivery reference:** *[insert]*

**Dear Sir/Madam,**

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

*[Name, date of birth and nationality of each dependant]*

*[Write Home Office reference again]*

**I made an application for** *[insert type of application]* ***on*** *[insert date].* **I sent the application by recorded delivery** *[insert reference].*

**I have not yet received a decision in my case/my family’s case. I would be grateful if this application could be considered as soon as possible.**

*[If you have been waiting for a long time, you may wish to insert, if relevant, information on what effect the delay is having on you/your family.]*

*[If you have sent previous chasing letters you may also want to include details of these and the dates on which they were sent. You can also request a timescale for a response to your letter.]*

**Yours faithfully,**

*Your signature*

*Your name*