



Post Reference Number:

DATE

NAME OF APPLICANT

Dear Mr/ Miss/ Mrs etc (address to applicant)

RE: Endorsement for leave to enter the UK as a

I am writing to inform you that your visa has been endorsed incorrectly. The endorsement should have been:

[Insert here correct endorsement] with validity from until

Please send this letter along with your passport and two passport photographs to the following address so that your visa can be corrected free of charge:

NCC2 EC Errors
9th Floor Lunar House
40 Wellesley Road
Croydon
CR9 2BY

Please accept my apologies for any inconvenience caused.

Yours sincerely

ECO (Post name)