



UNCLASSIFIED



British Embassy  
Warsaw

Date:

Entry Clearance Officer  
UK Border Agency,  
Warsaw

**Subject: Request for withdrawal passport and closing of application**

Please provide reasons of withdrawal:

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**Applicant Details**

FULL NAME	PASSPORT NO.	REFERENCE NUMBER	DATE OF BIRTH	CONTACT NO.

**I confirm that Visa application centre has supplied the following information at the time of accepting withdrawal letter.**

- The visa application centre will forward your authorisation to visa staff at the UK Border Agency
- Your passport will be returned to the visa application centre within 3 working days. **Note:** staff at the UK Border Agency in Warsaw will try hard to meet these timescales; there can sometimes be unavoidable delays in processing your withdrawal requests.
- The UK visa application centre and its staff have no influence on the withdrawal process. If your passport is not processed within three working days then you should write an email to UK Border Agency at [warsaw\\_visamail@fco.gov.uk](mailto:warsaw_visamail@fco.gov.uk) Please do not contact the British Embassy in person any questions can only be dealt with through the email address above.

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**Applicant's Signature**

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**VAC Staff ID No**

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