

**Annex 6**  
**Letter to GLD**

Government Legal Department  
1 Kemble Street  
LONDON  
WC2B 4TS

**Your Reference:**  
**Our Reference: Room no./Name/ File Reference**

Dear Sir(s)

**Appeal** -.....

1. Please find a copy of the papers relating to the above appeal.
  
2. The Hearing Officer/examiner (xxxxxxx) would like to draw your attention to:  
  
(xxxxxxxxxxxxxxxxxx).
  
3. xxxxxxxx will be attending the hearing for the Office.

Yours faithfully

Name(Hearings Clerk)  
Section  
Directorate