

[Print on Court Letterhead - Court Address]

The Court Manager,
<NAME> County Court,
<<ADDRESS>>
<<ADDRESS>>
<<ADDRESS>>

<<Date>>

Re: <Case Name>

Dear Sir/Madam

We understand that the defendant has failed to pay the sum within the 14 days of the service of the summons, and that this failure entitles the claimant to judgment automatically.

Form N225 Request for judgment and summary judgment (specifying the amount) is hereby enclosed. We should be grateful if you would enter judgment for the claimant "as claimed" accordingly and the judgment to be paid according to the details specified in the request.

Yours sincerely,

<<Name>>
<<Title>>