

[Print on one side and insert Address]

<<ADDRESSEE>>

<<ADDRESS>>

<<ADDRESS>>

<<ADDRESS>>

<<DATE>>

Dear <<Insert Name>>,

We have just received your letter dated <<date>> for the preliminary hearing in this case.

Unfortunately, the requisite parties are unable to appear on that date due to <<describe>>.

We would be grateful therefore if a re-hearing could be arranged when all the parties are able to attend the court. The following dates are suggested to <<date>>.

We look forward to hearing from you.

Yours Sincerely,

<<Name>>

<<Title>>