

[Print on Court Paper - Insert Address]

<<INDIVIDUAL>>
<<COMPANY NAME IN FULL>>
<<ADDRESS>>
<<ADDRESS>>
<<ADDRESS>>

<<DATE>>

Dear <<Insert Name>>,

We have heard from the <<County Court>> with a notice of the preliminary hearing in our case. In an effort to save costs, we suggest directions for trial by post instead of the preliminary hearing. We propose the following course of action:

1. Exchange of documents within <<time>>
2. A date be set for trial on the first <<date>>
3. Expert witnesses be limited to <<number>>
4. Experts' reports be exchanged with <<time>> before the hearing.
5. We apply to the court for further directions if necessary.

If you agree to these directions, please advise us as possible in order that we may provide the court with copies of the necessary documents to effect this course of action.

Yours sincerely,

<<Name>>
<<Title>>