

[Print on Court Letterhead or Court Address]

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

Dear <<Name>>,

Thank you for your letter dated <<Date>> of documents.

We would like to inspect the following <<Details>>.

Please forward these direct to us by post and that exchanging copies by post is standard practice for parties to any case. We are of course prepared to meet the cost of postage and photocopying if necessary. A pre-paid return envelope is enclosed for your convenience>>

Should there be any documents included in the bundle which you wish to inspect please inform us. We will forward them direct by post at the above address and will include, as entitled, copies made <<with relevant receipts>>.

We look forward to receiving copies of the documents within five working days.

Yours sincerely,

<<Name>>  
<<Title>>