

[Print on Court Letterhead Address]

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

<<Date>>

Dear Sir/Madam

We understand that the defendant has failed to file a defence within 14 days of the service of the claim form, and that this failure entitles you to request judgment in default automatically.

Form N227 Request for judgment by default (if the claim is not decided by the court) is hereby enclosed. We should be grateful if you will file the form in default" accordingly.

Yours sincerely,

<<Name>>  
<<Title>>

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