

[Print on Court Letterhead - Insert Address]

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

<<Date>>

Re: <Case Name>

Dear Sir/Madam

We have received the defendant's affidavit which is enclosed with our completed N225.

We confirm our acceptance of the defendant's payment and look forward to receipt of a copy of the order to pay.

Yours sincerely,

<<Name>>
<<Title>>

enc. Form N225 and copy of Form N