

[Print on Court Letterhead - Court Address]

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

<<Date>>

Re: <Case Name>

Dear Sir/Madam

We have received the defendant's application for judgment which is enclosed with our completed N225.

The defendant has not made any payment towards the claim and we therefore request the judgment to be paid according to the details in the application.

We look forward to receipt of a copy of the judgment.

Yours sincerely,

<<Name>>

<<Title>>

enc. Form N225 and copy of Form N1