

**Annex 5(c)**  
**(Example of letter to defendant)**

**Your Reference:**

**Our Reference: Room no./name/number ref**

Date

Dear Sir

**Latest date for response: ..... (insert date)**

***Title in bold***

1. Please find enclosed, a copy of a letter sent today to the claimant in connection with the above proceedings.
2. The proceedings are considered to have been withdrawn by the claimant.
3. The Office will formally terminate the proceedings with no matters outstanding subject to any comments you may wish to make within two weeks of the date of this letter. Your comments should be filed by .....(insert date).
4. A copy of this letter has been sent today to the claimant.

Yours faithfully

Name  
Section  
Directorate