

**Annex 6(b)**  
**(Letter to defendant)**

**Your Reference:**

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

Date

Dear Sir

***Title in bold***

1. Please find enclosed a copy of a letter sent today to the claimant.
2. The proceedings will now be reviewed and the Office will consider the best way of proceeding with the case. I will contact you again about this matter as soon as possible.
3. A copy of this letter has been sent today to the claimant.

Yours faithfully

Name  
Section  
Directorate