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| *This example letter has been designed by the Ministry of Justice to be used to request evidence of support from an independent domestic violence advisor/advocate.*  *Information required is highlighted and instructions are italicised.* ***Please delete any unnecessary text and instructions (including this introduction) before sending.*** |

***HEADED LETTER [Where possible, please use letter headed paper]***

|  |  |
| --- | --- |
| [Addressee name]  [Address] | [Your Address]  [Your E-mail (if applicable)]  [Your Contact telephone number] |

Dear [Insert name of addressee],

Name of applicant: [Name of applicant]

I understand that [name of applicant] wishes to access legal aid for a family dispute as a victim of domestic violence. For this reason, I have been asked to confirm that I am providing / have provided support to [name of applicant] in accordance with regulation 33 and schedule 1 of the Civil Legal Aid (Procedure) Regulations 2012 (as amended).

I can confirm that I am providing/have provided [name of applicant] with support.

Yours sincerely,

[Sign]

[Name of Independent Domestic Violence Advisor/Advocate]

[Title of signatory]