

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. The parties are reminded that they now have a duty to copy all correspondence filed in these proceedings to all parties.
4. A copy of this letter has been sent today to the claimant.

Yours faithfully

Name
Section
Directorate