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| *This example letter has been designed by the Ministry of Justice to be used to request evidence of a MARAC, or other local safeguarding forum, protection plan.*  *To be completed by any person, or organisation, who is a member of a MARAC or other local safeguarding forum.*  *Information required is highlighted and instructions are italicised.* ***Please delete any unnecessary text and instructions (including this introduction) before sending.*** |

***[Headed paper – where possible, please use letter headed paper]***

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| [Data Protection Officer / MARAC member]  [Police force HQ/ MARAC member address] | [Your Address]  [Your E-mail (if applicable)]  [Your Contact telephone number] |

Dear [Insert name of addressee],

Name of perpetrator: [Name of perpetrator]

Name of victim: [name of victim]

I confirm that the above named victim is or has been at risk of harm from domestic abuse by the above named perpetrator. [State the nature of the relationship between the perpetrator and victim.]

More information and guidance about the evidential requirements for legal aid can be found at: <https://www.gov.uk/legal-aid/domestic-abuse>

Yours sincerely,

[Sign]

[Name of MARAC or other local safeguarding member and organisation they represent]