|  |  |
| --- | --- |
| **Our Ref:**  | Phone: Fax:  |

Dear Sir/Madam

Court proceedings name

Court proceedings number

**OR**

**Independent Representation of:**

**Born on:**

Court proceedings name

Court proceedings number

I act for in Family Law proceedings before the

at pursuant to the *Family Law Act 1975*.

OR

I am the Independent Children's Lawyer OR Independent Legal Representative OR Direct Legal Representative for the above child/ren in proceedings before the at

 pursuant to the *Family Law Act 1975*.

OR

Please find **enclosed**,the following documents:

1. Subpoena to filed ; and
2. Subpoena to the filed .

As you are not a party to the proceedings and I am seeking records which relate to you and your , I am requiredto provide you with a copy of the subpoenas.

I also enclosea brochure entitled “Information for person served with a copy of the subpoena”.

Yours sincerely

**Solicitor**

Encl.