

John Smith  
23 West Street  
WESTOWN NSW 2999

12 November 2011

The Registry  
Parramatta Local Court  
PO Box XXXXX  
PARRAMATTA NSW 2150

Dear Sir/Madam

Police v John Smith, Downing Centre Local Court  
General Division, CAN number 2011/000000012

I am writing to you in relation to the above matter.

My case is listed for mention at the Parramatta Local Court on Thursday 1 December 2011.

I am unable to attend court on that day as I will be travelling to Victoria for work. I enclose a letter from my employer confirming this.

I ask that the court adjourn my case. I will be back in Sydney from 8 December 2011, and I will be available on any day after that date.

If the Court needs any further information, I can be contacted on: 0400 000 000.

**Yours faithfully,**

*J. Smith*

**John Smith**  
encl