|  |  |  |
| --- | --- | --- |
| **Our Ref**: | Phone:  Fax: | TEL: 02 XXXX XXXX  FAX: 02 XXXX XXXX |

**By Email**

Dear

**YOUR CHILDREN’S COURT MATTER**

|  |  |
| --- | --- |
|  | **Born on:** |

I refer to the above matter and confirm I now act for the .

**OR**

I confirm that I have been appointed as the in the above proceedings.

Please find **enclosed**, by way of service, a sealed copy of our Notice of Address for Service/Notice of Acting filed at on .

Yours sincerely

Solicitor

Encl.