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

Respondent name

Respondent address

Applicant name

Applicant address

ICL

ICL addresss

Dear Sir/Madam

Court proceedings name

Court proceedings number

I refer to the above matter.

I **enclose**, by way of service upon you, subpoenas filed in the at

on :

1. ;

Please note that documents required to be produced under the above subpoenas are returnable in the at on .

Yours sincerely

**Solicitor**

Encl.