|  |  |
| --- | --- |
| SALUTATION FORENAME SURNAME  ADDRESS\_LINE\_1  ADDRESS\_LINE\_2  ADDRESS\_LINE\_3 |  |
|  |  |
|  | DD\_MMM\_YYYY |

**RE: Case Number CASE\_NUMBER**

Dear SALUTATION SURNAME,

This is a letter to you from the Ministry of Justice, we hope it finds you well. We don’t really have much to say, but we wanted to string it out over a few lines so that we could fill up some space and make this look like a real letter.

We hope this is ok with you,

Yours sincerely,

Ministry of Justice