Shape

Description automatically generated with medium confidence

**Courts and Tribunals Service Centre**

Telephone: **0300 123 7050**

(Monday to Friday, 9am to 5pm)

Call charges: www.gov.uk/call-charges

Case number:

**<<claimReferenceNumber>>**

<<defendantLipName>>

<<addressLine1>>

<<addressLine2>>

<<addressLine3>>

<<postCode>>

<<letterIssueDate>>

Dear <<defendantLipName>>,

We are contacting you to inform you that this claim has been marked as paid in full as of <<dateOfEvent>>.

You do not need to attend court and any hearings scheduled will not go ahead.