

Ms Hannah Morris

105 High Street

London

SE18 511

Monday 7 November 2022

Dear Ms Morris,

Case number: 1547859 256523 52452

Child’s name: Leah Kendrick

A request has been made for you to provide a document.

**What you need to do**

You need to provide your birth certificate.

You can upload this document by signing into your account or by replying to the below PO Box address.

PO BOX

12345

You need to reply to this request for further information by Monday 5 December 2022. Please let us know as soon as possible if you cannot respond by this date.

Yours sincerely.

HM Courts and Tribunals Service



<address>

<date>

Dear <full name>

Case number: <<Case number>>

Child’s name: <<Child’s name >>

A request has been made for you to <<provide a document>> <<answer a question>>.

**What you need to do**

You need to provide <<name of document 1>> and << name of document 2>>.

You need to <<answer a question from the court>>

<<Info typed into question box>

You can upload <<this document>> <<these documents>> by <<signing into your account>> <<uploading to DSS>> or by replying to the below PO Box address.

You can respond to this question by <<signing into your account>> <<uploading your response to DSS>> or by replying to the below PO Box address.

<<PO BOX XXX>>

You need to reply to this request for further information by <<due date>>. Please let us know as soon as possible if you cannot respond by this date.

Yours [sincerely/faithfully, according to ‘Dear]

HM Courts and Tribunals Service