[Solicitor Letterhead]  
Date: 14 January 2025  
  
Dear Ms. Jane Carter,  
  
This letter is to acknowledge the initiation of proceedings concerning your recent property dispute with Mr. Robert Lee.  
For all related correspondence, please quote the reference code: 56/2025.  
  
If you have additional questions, do not hesitate to reach out.  
  
Yours sincerely,  
[Signature]  
Michael Grant, Solicitor