**Letter from an organisation providing domestic violence support services**

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| *This example letter has been designed by the Ministry of Justice to be used to request evidence from an organisation providing domestic violence support services.**Information required is highlighted and instructions are italicised.* ***Please delete any unnecessary text and instructions (including this introduction) before sending.*** |

***HEADED LETTER [Where possible, please use letter headed paper]***

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|  [Addressee name][Address] | [Your Address][Your E-mail (if applicable)][Your Contact telephone number] |

Dear [Insert name of addressee],

Name of applicant: [Name of applicant]

I understand that [name of applicant] wishes to access legal aid for a family dispute as a victim of domestic violence. For this reason, I have been asked to provide a letter in accordance with regulation 33 and schedule 1 of the Civil Legal Aid (Procedure) Regulations 2012 (as amended).

I can confirm that our organisation is situated in England and Wales, and has been operating for an uninterrupted period of six months or more.

I can confirm that we have provided [name of applicant] with support in relation to their needs as a victim, or person at risk, of domestic violence.

In my reasonable professional judgement [name of applicant] is, or is at risk of being, a victim of domestic violence.

The matters I have relied upon to support that judgement are: [add a description of the matter or matters relied upon].

We have provided [name of applicant] the following support: [add a description of the support you have provided].

[Name of applicant] needed this support because [explain the reasons why the applicant needed the support described in the paragraph above].

Yours sincerely,

[Sign]

[Name of support service signatory]

[Title of signatory]