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| *This example letter has been designed by the Ministry of Justice to be used to request evidence from a Local Authority Housing Officer or a Housing Association Housing Officer.*  *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 perpetrator: [Name of perpetrator]

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, in my reasonable professional judgement, [name of applicant], with whom [name of perpetrator] is or has been in a family relationship with is, or is at risk of being, a victim of domestic violence by [name of perpetrator].

The matters that I have taken into account in reaching this judgement are: [list one or more matters]

The support that we have provided to [name of applicant] is: [description of the support provided]

[Sign]

[Name of Local Authority Housing Officer or Housing Association Housing Officer signatory]

[Title of signatory]