

[Print on front of envelope or insert Address]

The Court Manager,  
<NAME> County Court,  
<<ADDRESS>>  
<<ADDRESS>>  
<<ADDRESS>>

<<DATE>>

Dear Sir/Madam,

**Claim number:** << >>

**Claimant:** << >>

**Defendant:** << >>

**Claim for Possession of Property (see Form N1)**

I enclose a request for an order for possession of the property and that the Defendant has not  
filed a defence in the required time.

I should be grateful if you would give my request your best attention. Please forward any  
correspondence to the above address.

Yours sincerely,

<<Name>>

<<Title>>