

Letter from an organisation providing domestic violence support services

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]

[Addressee name]

[Your Address]

[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]