



Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_name }
{ MERGEFIELD FW_EMP_TRIBPROC_FW_TRIBUNAL_address }

Dear Sirs

{ MERGEFIELD LINKNAME SURNAME 1 } v { MERGEFIELD FW EMPLOYER FW EMPR CO NM }
Case No. { MERGEFIELD FW EMP TRIBPROC FW TRIB CSNO }

We act for the claimant in the above proceedings.

In accordance with rule 30 of the Employment Tribunals Rules of Procedure 2013 (ET Rules), we are writing to request an order for [DETAILS].

We consider that an order in the terms requested would assist the tribunal in dealing with the proceedings efficiently and fairly and in accordance with the overriding objective because [SPECIFIC REASONS].

We confirm that we have complied with rule 30(2) of the ET Rules by providing a copy of this letter or giving details of and the reasons for this application, to { MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }. We have also advised that any objection to this application must be sent to the tribunal office as soon as possible and copied to ourselves and { MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }.

We are grateful for your assistance and look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

