

FORM 4:

SAMPLE ACKNOWLEDGEMENT OF RECEIPT

To: [Claimant / claimant's solicitors]
[Address]

Dear Sir

I acknowledge receipt of your letter dated [date] in connection with [*insert publication or broadcast containing words complained of*].

I am not in a position to fully respond to your allegations within the time limit that you have set.

Please accept this letter as formal notification that I shall respond in full by [date].

Please defer any proposed action until receipt of my letter on [date].

Yours faithfully

[Signed off by potential defendant / potential defendant's solicitors]