

Dear (Sir / Madam),

Gladys Richards - Inquest:

I refer to my previous correspondence with you regarding Mrs Richards' Inquest.

I have decided to allocate a two week period for the hearing of the Inquest and it will take place between 3 and 15 December 2012. This period is now fixed and there will be no changes permitted. I am informing you of my decision now so that you are prepared and will ~~be able to~~ <sup>and/or your legal representatives</sup> you will have ample time to make arrangements to be able to attend the Inquest.

The venue for the Inquest is still to be confirmed but it will be in Portsmouth.

Nearer the time, I will be holding a further pre-Inquest meeting <sup>- probably early September 2012.</sup> You will be notified of this in due course.

Please let me have written confirmation you have received this letter and understand its implications.

YF