

<addressee details>

Our Ref:

Your Ref:

Date:

Dear Sir/Madam,

**THE VALUATION APPEAL COMMITTEE (PROCEDURE IN APPEALS UNDER THE VALUATION ACTS)
(SCOTLAND) REGULATIONS 1995**

VALUATION APPEAL COMMITTEE HEARING: <date of hearing>

SUBJECT: <property description>

ADDRESS: <property address>

DATE OF SUBMISSION OF APPEAL: <date>

REFERENCE NO: <property reference numbers>

With reference to the above appeal, I hereby advise you that it has been placed on the list for hearing by the Valuation Appeal Committee at its meeting to be held at the <address of hearing venue> on <date of hearing> at <time of hearing>.

Your attention is drawn to the various requirements as to the provision of information and related matters, which are contained in the Regulations. You are strongly advised to comply with the terms set out, as failure to do so may prejudice your case. A guidance booklet as to the appeal procedure is enclosed for your information and assistance. The Panel's policy on continuations is available on the website at the address set out below.

It is appreciated that you may already be in discussion with the Assessor as to the merits of your appeal. If you are not, then you are free to do so and may reach agreement prior to the hearing in which case the Assessor will advise me that the case is concluded.

If you do not wish to continue with your appeal you should complete the enclosed proforma and forward it to the address indicated. The Assessor will then advise me that the case is not to be pursued.

If you have any query about your appeal, would you please contact:

<contact details>

While I am not at liberty to consider the merits of the appeal in advance of the hearing, should any difficulties arise as to procedural matters you should contact me at the office shown below.

Please note that I am a partner in the firm of The MacKenzie Law Practice, 2nd Floor, Highland Rail House, Station Square, Inverness and if any appellant is a client of the firm in any capacity they should disclose this to me as Secretary at the earliest opportunity, otherwise it will be assumed that they have no connection with The MacKenzie Law Practice.

DONALD M MACKENZIE
Secretary to Valuation Appeal Committee
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