

The Employment Tribunal
[Address as appropriate]
[Email address as appropriate]

[insert date]

Dear Sirs,

Application for an order for documents under rule 30;
[Name of claimant v Name of Respondent] (Case Number: insert tribunal's case reference number)

I am a party litigant in the above case. In accordance with rule 30 of the Employment Tribunals Rules of Procedure 2013 (ET Rules), I am writing to request an order for documents and additional information.

I 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 [it would allow myself to properly prepare my case in advance of the Tribunal/ gather evidence which I believe will be relevant to the case and assist the Tribunal/ or other relevant reason.]

The reason I believe these documents [will be relevant/ will assist the Tribunal/ ...] is because ...

I would request that the following documents and additional information are disclosed by the Respondent:

- [insert document]
- [insert document]
- ...

I have also complied with rules 30(2) and 92 of the ET Rules by providing a copy of this letter to the representatives of [insert name of other side] and advising that any objection to this application must be sent to the tribunal office as soon as possible and copied to ourselves.

I look forward to hearing from you

Yours faithfully,

[insert name].