|  |  |
| --- | --- |
| **Our Ref:**  | Phone: Fax:  |

The Social Worker/Family Assistance Officer

Centrelink

Child Support Unit

**By Facsimile:** 1300 786 102

Dear Sir/Madam

**Our client:**

**CRN:**

|  |  |
| --- | --- |
|  | **Born on:**  |

The above-named client has been referred to this office to take “reasonable maintenance action” against . first made contact with this office on .

My client instructs me that she has no information as to the whereabouts of . Reasonable attempts to locate him have been unsuccessful. In these circumstances legal action is not viable, and legal aid is unlikely to be granted.

I recommend that my client be granted an exemption from the requirement to take “reasonable maintenance action”. If you require any further information, please contact me on .

Yours sincerely

**Solicitor**