



# **LINCOLNSHIRE POLICY FOR THE CONTROL OF HORSES**

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## **Introduction**

Nationally there has been an increase in the number of complaints and incidents relating to horses tethered or trespassing on Council or private land, straying onto carriageways and other rights of way and causing a danger to the public, as well as nuisance and welfare concerns.

The aim of this policy is to document how organisations in Lincolnshire can help to manage horse related problems. This policy explains the various roles and responsibilities of the agencies involved and the process that should be followed.

Whilst this policy refers specifically to horses, the principles apply to other similar animals such as donkeys, ponies and other farmed animals.

## **Issues and Concerns**

Equine related issues can be divided into the following categories:

- Loose or stray horses which pose a risk or danger to the public or highway users.
- Unlawful grazing on public or private land (known as fly-grazing)
- Welfare concerns.
- Nuisance or damage caused by horses on private land.

These concerns may arise individually, but often they are in combination and require a multi-agency approach to dealing with them effectively. This policy seeks to provide a framework for effective communication and partnership working to ensure a joined up approach to both preventing problems arising and being able to respond to reported incidents as and when they arise.

## **Stakeholder and Partners**

The key stakeholders and organisations that have a role to play in effective horse management include: horse owners, land owners, local authorities in Lincolnshire including officers and councillors of Lincolnshire County Council and the seven district councils and the public.

Land owners need to be clear about the land which they make available for grazing horses, and the conditions and controls that are applied to manage the horses which they permit to be on their land. Land owners also need to be clear about the measures that are available to deal with unlawful use of their land and how they effectively apply those controls into action.

There are a number of enforcement agencies that can become involved in tackling horse related problems, including the police, Lincolnshire County Council's Highways, Trading Standards and Environmental Services departments, district councils, horse bailiffs, and the RSPCA. This policy intends to provide clarity over these agencies roles and responsibilities, and the effective communication between them.

*For the purposes of this policy, all future reference to the Council, will be the local District/Borough Council for the area concerned. Lincolnshire County Council responsibilities will be defined as either Trading Standards or Highways, or specifically named departments.*

When the public have a horse related issue, it is important that they clearly understand how and who to report problems to, and after they have reported something, they are informed of what the steps will be to resolve an issue.

## **Legislation**

There are a number of controls available to deal with horse related problems, some in the capacity of the enforcing authority, and some as landowners.

### **The Animals Act 1971 (section 7) as amended by the Control of Horses Act 2015.**

This Act allows the owner or occupier of land to detain horses which stray onto their land to claim expenses for damage done by the animal to the land, and the costs of keeping the livestock until such time as the horses are restored to the owner, or sold. The land owner becomes responsible for the reasonable care of the horses while being detained.

### **Control of Horses Act 2015**

This Act makes provision for the taking of action in relation to horses which are on land in England without lawful authority. The Act is about horses which are present unlawfully on land, whether they have strayed there or been placed there deliberately. This Act introduces a procedure regarding the detention and disposal of such animals, and allows for horses to be disposed of 96 hours after detention.

Full text of the new Control of Horses Act (England) 2015 can be found at [www.legislation.gov.uk/ukpga/2015/23/contents/enacted](http://www.legislation.gov.uk/ukpga/2015/23/contents/enacted).

### **The Highways Act 1980 (section 155)**

This Act makes it an offence for horses to stray or lay on, or at the side of a highway. This does not apply to highways which cross common land, waste or unenclosed ground. The police have powers to remove horses straying on the highway and either return them to the horse owner or to remove them to a pound. A person found guilty of an offence is liable to paying for the expenses incurred in removing and pounding the horses. This is the principle tool used to remove horses straying on a highway.

Other powers which may be appropriate to deal with horse related issues include:

The Animal Welfare Act 2006;

The Town and Police Clauses Act 1847 (section 21-29);

The Environmental Protection Act 1990 (part III);

## Licensing the use of land

The Council(s) owns or manages areas of open land across Lincolnshire, which could be licensed out to individuals allowing them to use the land, for the grazing of horses. The Council(s) would have discretion whether to issue a licence or not, and to set appropriate charges. The relevant Council department would have responsibility for issuing and managing compliance with the licenses granted for using their land.

Before any licences are issued, checks should be made to ensure the applicant is not disqualified from keeping animals, or has convictions for animal cruelty or welfare offences. As a minimum, the following conditions should be applied for any licence:

- All horses must have a passport and be micro-chipped;
- The requirements of DEFRA's Code of Practice for the Welfare of Horses, Ponies, Donkeys and their hybrids must be followed;
- Horses should be kept so as not to cause a nuisance or danger to others;
- The lessee should have adequate public liability insurance and indemnify the Council against any loss or damage resulting from keeping horses on the land;
- Any waste arising from keeping of horses must be properly disposed of;
- Any damage to land, including fencing must be repaired at the lessee's cost;
- The horse owner, or their representative, must provide contact details in case of an emergency (24 hr contact, including cover whilst on holiday).

If the land is also used as the main source of food (pasture) for the horses then the Council should also consider the number of horses that the area of land can sustain.

## Roles and Responsibilities

There are a number of different agencies and departments that can become involved in responding to and dealing with horse related issues, it is therefore important to identify clear roles and responsibilities and communication. The sanctions identify who has responsibility for what and the reporting mechanisms which are involved.

Role	Responsibility
Customer services/Contact centre for each local Council.	To be the single point of contact for members of the public, councillors and others to report horse related problems and to direct those problems to the most appropriate agency or department.
Trading Standards	To assist agencies by providing an enforcement role in relation to animal health and animal by-products, including the removal of dead animals. Noted, pets are not covered by animal by-product regulations, therefore evidence must be obtained to prove the horse(s) are commercial animals.

Police	To respond to reports of horses causing a danger to highway users at all times and at other locations when animal health is not available. To effect the removal of loose horses to a place of safety and support the council in serving any appropriate notices where applicable and engaging a horse bailiff as and when required. To provide support to other agencies if there is a perceived risk to safety and possible public disorder.
Horse Bailiff	To assist with the removal of horses from the highway or other council land as instructed by the landowner. Duties can include the serving of notices, removal of horses to a safe place and looking after their health and welfare, until advised that the horse can be sold at auction / market.  To keep Animal Health and other agencies informed of action taken.
Land Owning and Council Departments	To effectively manage their land and the permissions given to graze horses. To put arrangements in place to monitor land for illegal use or trespass and to respond to reports of trespass. To take the necessary action to secure removal of horses to a place of safety, serving the appropriate notices where applicable and engaging a bailiff as and when required.
Environment Agency	To respond to reports of fly grazing on their land i.e. river banks.
RSPCA	To investigate reports or concerns regarding horse welfare or cruelty and to report back to animal health.

## Processes

### Reporting Horse Related Issues

- All horse related issues should be referred to the local council (for contact numbers see appendix 1).
- Problems with horses on the road causing immediate risk to motorists should be referred to the police through the use of 999 or 101.
- Horses on Council land should be reported initially to the department with responsibility for the land.
- Horses left to graze illegally on private land are outside the council's responsibility and dealing with these issues is the responsibility of the landowner. Guidance for private landowners has been provided by the National Farmers Union, National Equine Welfare Council and British Horse Society (further details can be found in Appendix 1).
- Horse welfare issues should be reported to the RSPCA.

## **Horses on Council Land**

- Horses on Council land will be dealt with by the Council department who has responsibility for the land.
- Officers should have regard to any Health and Safety Risk Assessment that has been prepared for this activity.
- Action can be taken to remove horses from land using the Animals Act 1971, as amended by the Control of Horses Act 2015. The Act allows horses to be detained on the land, but in practice this may require the removal of the horse to a pound. This should be done immediately if there is a risk that the horse will escape or cause a risk or danger to the public. However, if there is no foreseeable risk then it would be more appropriate to leave the horse on the land and place Removal Notice near to the horse requiring the owner to remove the horse within 24 hours.
- Horses on sites of special scientific interest should be removed immediately, and the relevant notices served.
- If the horse has not been removed after the expiry of the notice period, or if the horse is to be removed immediately then an Immediate Removal Notice must be posted on the land. It is recommended that a photograph is taken of the Notice as displayed in order to evidence the fact that a Notice was displayed in accordance with the Act.
- The Police must be given notice that the horse has been detained on the land within 24 hours of the horse of detention, or taken to a horse pound. A police incident will be created with the notice attached and the local Neighbourhood Policing Team informed.
- If details of the horse owner are known then notice must be given to the owner within 24 hours of the horse being detained on the land, or removed.
- As soon as a horse comes under the possession of the Council, then the Council becomes responsible for its welfare while in its care. A daily check should be carried out to make sure the horse has access to water, and if necessary feed, that it is in good condition, and that any legal notices posted on the site are still in place, and replaced if necessary.
- A horse bailiff can be used to remove any horse from land, and if necessary a request made for the police to also attend during the removal process to prevent any potential disorder.
- The horse can be disposed of by the Council, or horse bailiff acting under instruction from the Council, but the horse cannot be disposed of until 4 days after notice has been given to the police and horse owner that the horse has been removed. After the horse has been kept for 4 days it can be disposed of by selling at a market or auction, humane euthanasia or any other means
- It may be necessary for a horse to be passported and micro-chipped before it can be sold. This should be checked as soon as the horse is pounded and if necessary a passport and micro-chip obtained at the earliest opportunity to avoid delays in selling the horse and incurring additional stabling costs.
- The reasonable costs incurred in dealing with horses which stray onto Council land can be recovered from the horse owner, which includes damage done to

land, officer time, costs incurred by the horse bailiff, passport and microchipping, feed, transport etc. An accurate record of all costs incurred should be kept.

- If a horse owner collects the horse they must be able to prove identity and ownership before it is released. The owner must also pay a release fee, which includes the costs incurred before the horse is returned to the owner.
- The Council should keep a register of all seized horses. The register should contain a brief description of the horse, the date, time and place at which the horse was seized, when it was removed and details of the steps taken to establish the owner. If the horse is disposed of, also include details and manner in which it was disposed.

### **Horses on Carriageways**

- Loose horses on the carriageway causing a risk to motorists should be dealt with by the police and not the council. The primary concern is the danger to both the carriageway users and the horse and the priority is to remove that danger. All officers should have regard to health and safety when dealing with horses.
- Horses can be removed from the highway, or side of the highway, under the Highways Act 1980.
- The reasonable costs incurred in dealing with horses which stray onto the highway can be recovered from the horse owner, which includes damage done to the highway, officer's time, costs incurred by the horse bailiff, passport and microchipping, feed, transport costs etc.
- A person who allows their horse to stray onto the highway can also be prosecuted.
- All concerns regarding animal welfare should be reported to the RSPCA.

### **Horses on Other Highways**

- Other highways will include public rights of way such as footpaths and bridleways. Where such rights of way are enclosed and not crossing open land the horses should be dealt with as in the same way as other highways. If the public right of way crosses open land then the responsibility for dealing with the horse(s) will rest with the private owner of the land.

### **Horses on Private Land**

- Private land includes privately owned land, and land not owned or the responsibility of the County Council, district council or land which is the responsibility of DEFRA or parish councils.
- Councils do not have the responsibility to deal with horses on private land. It is the responsibility and decision for the landowner as to whether action should

be taken to remove horses from their land. Private landowners can use the Control of Horses Act 2015 to remove and detain horses on their land and to recover expenses for damage etc.

- A Council or other agency may become involved with dealing with horses on private land if there is a breach of legislation, including animal welfare, potential escape of horses from the land and nuisance or damage caused to the councils or other people's land.
- The private landowner, whether they have permitted horses on their land or not, may become liable for any damage caused by horses on their land, if they fail to take action to prevent such damage or nuisance inclusive of damage to the surface of a public right of way or causing a nuisance to users of the right of way.
- The principle agency for animal welfare issues is the RSPCA.

### **Horse Disposal and Cost Recovery**

- The Highways Act 1980 and the Animals Act 1971 (as amended by the Control of Horses Act 2015) allows reasonable costs to be recovered from the person with responsibility for a horse which strays or is found on a highway or private land.
- Any removal notices placed on land should have a contact telephone number and a reference number, so that any enquiry can be referred back to the person dealing with the case.
- The correct legal process must be followed in order for costs to be recovered. A record of all costs incurred must also be maintained. Horses can be sold to recover the costs incurred.
- If the sale of the horse does not cover the costs incurred, any excess cost can be claimed as a civil debt. If the sale results in an excess amount above which can be claimed as reasonable costs then the horse owner has a right to that excess.
- If a horse is to be sold it must have a passport and be microchipped.
- If a horse owner phones to reclaim their horse then it will be the responsibility of the officer/department which removed the horse to arrange for its return. All costs incurred in removing, keeping and returning the horse should be paid in advance of the horse being returned. The horse should be returned to the owner at a convenient location but not the location where it is being stabled. Police attendance should be requested to help manage the transfer of the horse back to the owner so as to prevent any potential disorder.
- Where costs can't be recovered the costs of disposal will fall with the person or department responsible for the land.

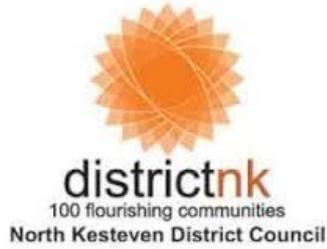
### **Dealing with Dead Horses on Land**

- Horses may either be found dead on land or in certain extreme cases may have to be euthanized on site. If a dead horse is found by the police, partner agency

or the public it should be reported immediately to Trading Standards Intel Team on 01522 552490.

- Dead animals must be disposed of in accordance with animal by-products legislation. It is expected that a deceased horse should be covered prior to collection and moved within 24 hours. More information can be found on the Animal and Plant Health Agency website ([www.gov.uk/guidance/fallen-stock](http://www.gov.uk/guidance/fallen-stock)). Note, if animals are euthanised by lethal injection this restricts how and where they can be disposed of.
- A list of approved Animal By-Product Disposal outlets in Lincolnshire can be found in appendix 2.

Partner Agencies



# **APPENDICES**

Appendix 1 – Contacts

Appendix 2 – Animal By-Product Disposal Routes (Lincolnshire)

Appendix 3 – Template Notices and Letters

## Appendix 1 – Contact Details

Agency	Department	Telephone	Website/E-mail
Lincolnshire Police		Emergency 999 Non-emergency 101 (available 24/7)	<a href="http://www.lincs.police.uk">www.lincs.police.uk</a>
Lincolnshire County Council	Trading Standards Animal Health	01522 552490	<a href="http://www.lincolnshire.gov.uk">www.lincolnshire.gov.uk</a> <a href="mailto:tradingstandards@lincolnshire.gov.uk">tradingstandards@lincolnshire.gov.uk</a>
RSPCA		National Incident line (available 24/7) 03001234 999	<a href="http://www.rspca.org.uk">www.rspca.org.uk</a>
<b>Council Land Property Ownership / Management</b>			
Lincolnshire County Council	Highways	01522 782070	<a href="http://www.lincolnshire.gov.uk">www.lincolnshire.gov.uk</a>
Environment Agency		Incident Hotline (available 24/7) - 0800 80 70 60 Local Branch - 0370 850 6506	<a href="http://www.gov.uk/government/organisations/environment-agency">www.gov.uk/government/organisations/environment-agency</a> <a href="mailto:enquires@environment-agency.gov.uk">enquires@environment-agency.gov.uk</a>
North Kesteven District Council	Community Safety	01529 414155	<a href="http://www.n-kesteven.gov.uk">www.n-kesteven.gov.uk</a>
South Kesteven District Council	Community Safety and Licensing	01476 406080	<a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>
City of Lincoln Council	Public Protection and Anti-Social Behaviour	01522 873204	<a href="http://www.lincoln.gov.uk">www.lincoln.gov.uk</a> <a href="mailto:sam.barstow@lincoln.gov.uk">sam.barstow@lincoln.gov.uk</a>
West Lindsey District Council	Property and Assets Team	01427 676676	<a href="http://www.west-lindsey.gov.uk">www.west-lindsey.gov.uk</a> <a href="mailto:customer.services@west-lindsey.gov.uk">customer.services@west-lindsey.gov.uk</a>
East Lindsey District Council and Boston Borough Council	Regulatory Services	01507 601111 Ext 3558	<a href="http://www.e-lindsey.gov.uk">www.e-lindsey.gov.uk</a> <a href="mailto:duncan.hollingworth@e-lindsey.gov.uk">duncan.hollingworth@e-lindsey.gov.uk</a>

South Holland District Council	Community Development. Contact - Emily Holmes	01775 761161	<a href="http://www.sholland.gov.uk">www.sholland.gov.uk</a> <a href="mailto:eholmes@sholland.gov.uk">eholmes@sholland.gov.uk</a>
<b>Other Agencies</b>			
Bransby Horses (Welfare and Rescue)	N/A	01427 788464	<a href="http://www.bransbyhorses.co.uk">www.bransbyhorses.co.uk</a> <a href="mailto:mail@bransbyhorses.co.uk">mail@bransbyhorses.co.uk</a>
<b>Information/Guidance and Advice</b>			
National Farmers Union	N/A	024 7685 8500	<a href="http://www.nfuonline.com/membership/farmer-grower/member-services/nfu-fly-grazing-service">http://www.nfuonline.com/membership/farmer-grower/member-services/nfu-fly-grazing-service</a>
The British Horse Society	N/A	02476 840500	<a href="http://www.bhs.org.uk/welfare-and-care/abandonment-and-fly-grazing">http://www.bhs.org.uk/welfare-and-care/abandonment-and-fly-grazing</a>
National Equine Welfare Council	N/A	02476 840703	<a href="http://www.newc.co.uk/advice/welfare/abandonmentflygrazing/">http://www.newc.co.uk/advice/welfare/abandonmentflygrazing/</a> <a href="mailto:info@newc.co.uk">info@newc.co.uk</a>
Department for Environment, Food and Rural Affairs (DEFRA)	N/A	03000 200 301	<a href="http://www.defra.gov.uk">www.defra.gov.uk</a>
World Horse Welfare	David Boyd – Chief Field Officer	01953 497237 07803184805	<a href="mailto:davidboyd@worldhorsewelfare.org">davidboyd@worldhorsewelfare.org</a>

## Appendix 2 – Animal By-Product Disposal Routes (Lincolnshire)

### HUNT KENNELS (may not accept some types/species of by-products)

Blankney Hunt The Kennels Main Street Blankney LN4 3BB 01529 320250	Southwold Hunt The Kennels Hemingby Road Belchford Horncastle LN9 5QN 01507 533213
Burton Hunt The Kennels Riseholme Lane Riseholme Lincoln LN2 2LE 01522 522798	Brocklesby Hunt Howe Lane Goxhill Barrow upon Humber DN19 7HL

### KNACKERS YARDS

<b>G W Lord &amp; Son</b> Westwinds Walkerith Road Morton Gainsborough DN21 3DB 01427 613321	<b>Neal Pawson &amp; Son</b> Station Road Donington on Bain Louth Lincolnshire LN11 9TR 01507 343568
<b>Frank Cash</b> The Kestrels Boston Road Heckington 01529 460761	<b>Baxter</b> Cambridgeshire 01485 601275
<b>Crowdens</b> Newark 01636 702139	

### RENDERING PLANT

<b>Hughes &amp; Son</b> Jerusalem Road Skellingthorpe Lincolnshire LN6 4RH 01522 682626
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## **MAGGOT FARMS**

<b>Anglia Bait</b> Horncastle Road Woodhall Spa Lincolnshire 01526 352802	<b>Long Bennington Baits</b> Valley Lane Long Bennington Newark Nottinghamshire 01400 281525
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## **Appendix 3 – Template Notices and Letters**

Removal Notice

Immediate Removal Notice

Notification to Horse Owner

Notification to Police

# Animals Act 1971, as amended

## **NOTICE OF REMOVAL AND IMPOUNDING OF ANIMALS**

### TO THE OWNER / KEEPER OF ANIMALS

Take notice that these animals are on this land without lawful authority. Under the rights provided by Section 7 of the Animals Act 1971, as amended, (insert Council), hereby give you notice to remove the animals from the land. If the animals are not removed within 24 hours from the date and time of this Notice being served they will be removed from the land by the Council and impounded.

**To claim the animals call the Council on tel: XXXXXXXX**  
**Quote Ref: \_\_\_\_\_**

Proof of ownership of the horses will be required before the horses are released (e.g. horse passport, micro-chip number, proof of identity etc).

You will be liable to pay for any damage to the land and expenses incurred by the Council in taking this action. The animals will not be released until the amount claimed in damages and expenses has been paid.

The animals will be kept for no less than 4 days from the date of this Notice. If the animals are not claimed they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred by the Council. If the proceeds from the sale do not cover these costs you will be liable to pay the difference. Any excess money, after the costs have been deducted, will be kept by the Council and will be payable to you on demand.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Immediate Removal Notice**

**Animals Act 1971, as amended**  
**NOTICE OF REMOVAL AND**  
**IMPOUNDING OF ANIMALS**  
**TO THE OWNER / KEEPER OF ANIMALS**

Take notice that animals of the following description:

Description of Animals: \_\_\_\_\_

Were found to be on this land without lawful authority. The land in question is known as:

Land At: \_\_\_\_\_

Under the rights provided by Section 7 of the Animals Act 1971, as amended, (insert Council), hereby give you notice that the animals have been removed from the land and are being kept by the Council.

**To claim the animals call the Council on tel: XXXXXXXX**  
**Quote Ref: \_\_\_\_\_**

Proof of ownership of the horses will be required before the horses are released (e.g. horse passport, micro-chip number, proof of identity).

You will be liable to pay for any damage to the land and expenses incurred by the Council in taking this action. The animals will not be released until the amount claimed in damages and expenses has been paid.

The animals will be kept for no less than 4 days from the date of this Notice. If the animals are not claimed they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred by the Council. If the proceeds from the sale do not cover these costs you will be liable to pay the difference. Any excess money, after the costs have been deducted, will be kept by the Council and will be payable to you on demand.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Our Ref:

Your Ref:

Date:

If telephoning please ask for xxxxxxxxx on xxxxxxxxx

Name

Address

Dear [salutation]

**NOTICIATION TO HORSE OWNER  
ANIMALS ACT 1971, AS AMENDED BY THE CONTROL OF HORSES ACT 2015  
NOTICE OF DETENTION & REMOVAL OF HORSES  
AT: [LOCATION]**

I have reason to believe that you are the owner of [a horse / horses] which have been found grazing on the above area of land. The land in question is [owned / managed] by (insert Council) and I must inform you that you do not have permission to keep the horse/s on the land.

Under the Animals Act 1971, as amended, please take this as formal notice that the horses have been removed from the land and are currently being kept by the Council.

**To re-claim the horses call the Council on tel: XXXXX XXXXXXXX.  
Quote Reference: \_\_\_\_\_**

Proof of ownership of the horse/s will be required before being returned (e.g. horse passport, micro-chip number, proof of identity).

You will be liable to pay for any damage to the land and expenses incurred by the Council in taking this action. The horses will not be released until the amount claimed in damages and expenses has been paid.

If the horse/s are not claimed within 4 days they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred by the Council. If the proceeds from the sale do not cover these costs you will be liable to pay the difference. Any excess money, after the costs have been deducted, will be kept by the Council and will be payable to you on demand.

I look forward to your co-operation in this matter and if you require any further help or assistance please do not hesitate to contact me.

Yours sincerely

Name

Title

Our Ref:  
Your Ref:

Date:

If telephoning please ask for xxxxxxxx on xxxxxxxx

Name  
Address

Dear [salutation]

**NOTIFICATION TO POLICE  
ANIMALS ACT 1971, AS AMENDED BY THE CONTROL OF HORSES ACT 2015  
NOTICE OF DETENTION & REMOVAL OF HORSES  
AT: [LOCATION]**

A Horse/s has/have been found straying on the above area of land which is owned / managed by (insert Council). The Council has used the rights provided in the Animals Act 1971, as amended, to remove the horse/s from the land and intends to dispose of it/them if they are not claimed by the owner within the next 4 days. Section 7 of the Animals Act, as amended, requires that notice be given to the Police when action to detain animals using the Act has been taken. Please accept this as formal notification required by the Act.

Should the horse owner report that their horse has been removed from the land in question please refer them to the relevant Council Department by phoning XXXXX XXXXXX. The reference for the case is XXXXX.

Proof of ownership of the horse/s will be required, for example the horse passport and proof of identity, before the horse/s is/are released. The owner will be liable to pay for any damage to the land and expenses incurred by the Council in taking this action. The horses will not be released until the amount claimed in damages and expenses has been paid.

If the horse/s are not claimed within 4 days they will be sold and proceeds from the sale will be used to pay for any damage to the land and any expenses incurred by the Council.

Please do not hesitate to contact me if you have any queries regarding this matter.

Yours sincerely

Name  
Title