

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID
}{ MERGEFIELD client_no }/{ MERGEFIELD matter_no
}

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ *
MERGEFORMAT }

{ MERGEFIELD RESP_CORESP_OP_HOUSE }
{ MERGEFIELD RESP_CORESP_OP_AREA }
{ MERGEFIELD RESP_CORESP_OP_POSTALTOWN }
{ MERGEFIELD RESP_CORESP_OP_COUNTY }
{ MERGEFIELD RESP_CORESP_OP_POSTCODE }

Dear { MERGEFIELD RESP_CORESP_OP_TITLE } { MERGEFIELD
RESP_CORESP_OP_SURNAME },

**Re: Our Client: { MERGEFIELD "LINKNAME_FORENAME_1" } {
"MERGEFIELD LINKNAME_SURNAME_1" }**

I have been instructed by { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } in respect of the unfortunate breakdown of your marriage.

{ IF { MERGEFIELD TKDIVPPETITION_GROUNDS } = "Adultery" "As your spouse has
petitioned based on your adultery, I enclose an Acknowledgement for you to sign confirming
you accept you committed the act of adultery. The Court require you to confirm this in order
to issue the petition. Please sign and return the Acknowledgement to me within seven days
of the date of this letter." "{ IF { MERGEFIELD TKDIVPPETITION_GROUNDS } = "Unreasonable
Behaviour" "As your spouse has petitioned based on your unreasonable behavior, we
enclose a copy of the draft petition for your consideration. It is best practice for a copy to be
sent to you prior to it being lodged with the Court in order to try to avoid future rancor during
the proceedings. Please note that if I do not hear from you or your legal representative
within two weeks of the date of this letter the petition will be sent to the Court without any
further notice to you." "{ IF { MERGEFIELD TKDIVPPETITION_GROUNDS } = "2 Years
Separation" "As your spouse has petitioned based on having been separated from you for
two years, you must sign the enclosed Consent confirming your agreement to the divorce
proceeding. This is a requirement from the Court. I should therefore be grateful if you
would please sign, date and return the enclosed Consent to me within seven days of the
date of this letter." "{ IF { MERGEFIELD TKDIVPPETITION_GROUNDS } = "5 Years Separation"
"I write to inform you that your spouse is petitioning for divorce based on having been
separated from you for a period of five years. The Court will shortly issue the application
and will send a copy of the petition to you." "" }" }" }

When the Court have issued the petition, they will send to you an Acknowledgement of
Service. This Form must be completed by you and returned to the Court in order for the
divorce to progress. I should be grateful if you would please also provide me with a copy of
your completed Acknowledgement of Service in order that I may start dealing with the next
steps of the divorce and avoid any delay with the Court.

May I take this opportunity to advise you to obtain independent legal advice in respect of the contents of this letter.

Yours sincerely,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Encs.