

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

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

{ IF {MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2  
}" "{ MERGEFIELD LINKNAME\_TITLE\_1} & { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1}" "{ IF {  
MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1} {  
MERGEFIELD LINKNAME\_INITIALS\_1} { MERGEFIELD LINKNAME\_SURNAME\_1}" "{  
MERGEFIELD LINKNAME\_TITLE\_1} { MERGEFIELD LINKNAME\_INITIALS\_1} {  
MERGEFIELD LINKNAME\_SURNAME\_1} & { MERGEFIELD LINKNAME\_TITLE\_2} {  
MERGEFIELD LINKNAME\_INITIALS\_2} { MERGEFIELD LINKNAME\_SURNAME\_2}" }" }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { IF {MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD  
LINKNAME\_SURNAME\_2 }" "{ MERGEFIELD LINKNAME\_TITLE\_1} and { MERGEFIELD  
LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_SURNAME\_1}" "{ IF { MERGEFIELD  
LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1} { MERGEFIELD  
LINKNAME\_SURNAME\_1}" "{ MERGEFIELD LINKNAME\_TITLE\_1} { MERGEFIELD  
LINKNAME\_SURNAME\_1} and { MERGEFIELD LINKNAME\_TITLE\_2} { MERGEFIELD  
LINKNAME\_SURNAME\_2}" }" }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

I have now prepared your application to the Court, and I should be grateful if you would please read it carefully and check the information entered is accurate and up to date.

I should also be grateful if you would also please read through the Statement carefully.

If you are content with both documents, please sign where indicated and return them to me as soon as possible.

If you have any queries, or wish to make any amendments to the documentation, please get in touch with me.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }