

{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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 write to confirm the outcome of the Dispute Resolution Appointment (DRA).

*Insert advice here.*

{ IF { MERGEFIELD PRI\_CH\_ORG\_FW\_CH\_FHDATE } <> "" "Please note that the Final Hearing has been listed by the Court to take place on { MERGEFIELD PRI\_CH\_ORG\_FW\_CH\_FHDATE \@ "d MMMM yyyy" } and you should ensure you are available to attend.

" I will notify you as soon as the Court have confirmed the date of the Final Hearing.

" }If you have any queries please do not hesitate to contact me.

Yours sincerely

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