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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 }

{ MERGEFIELD FW\_EMP\_PARTIES\_COURT1\_name }  
{ MERGEFIELD FW\_EMP\_PARTIES\_COURT1\_dxno }

Dear Sirs,

{ MERGEFIELD FW\_EMP\_PARTIES\_OP1\_FORENAME } { MERGEFIELD FW\_EMP\_PARTIES\_OP1\_SURNAME } v { MERGEFIELD LINKNAME\_SURNAME\_1 }

We act on behalf of the above named Respondent. Please find enclosed our client's form ET3 and supporting statement annexed thereto.

We look forward to hearing from you in due course.

Yours faithfully

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

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