

{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:       { MERGEFIELD FW\_EMP\_PARTIES\_FW\_OS\_SOL\_REF }

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

{ MERGEFIELD FW\_EMP\_PARTIES\_FW\_OS\_SOL\_name }  
{ MERGEFIELD FW\_EMP\_PARTIES\_FW\_OS\_SOL\_dxno }

Dear Sirs

**Re:    { MERGEFIELD MATTER MATTER DESCRIPTION }**

Yours faithfully

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

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