

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 PRI_CH_ORG_COURT1_name }
{ MERGEFIELD PRI_CH_ORG_COURT1_dxno }

Dear Sirs,

**Parties: { IF { MERGEFIELD PRI CH ORG APP RESP NOLIT } = "Applicant" "{
MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } v {
MERGEFIELD PRI CH OP1 2 OP1 FORENAME } { MERGEFIELD
PRI CH OP1 2 OP1 SURNAME }" "{ MERGEFIELD PRI CH OP1 2 OP1 FORENAME } {
MERGEFIELD PRI CH OP1 2 OP1 SURNAME } v { MERGEFIELD
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }" }**
Case No. { MERGEFIELD PRI CH ORG COURT1CASENO }

We act for the above-named Applicant and enclose an application for XX herewith. Please find the following documents enclosed:

1. C100 Form
2. C1A Form
3. Statement of the Applicant
4. C8 Form
5. Notice of Acting

Please take the Court fee of £155.00 from PBA account XX/Please find enclosed a cheque in the sum of £155.00.

We look forward to hearing from you in due course.

Yours faithfully,

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**