

{INCLUDETEXT

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

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ 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 }**

Yours sincerely

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

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