

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\_TITLE\_1 }= "" "{ MERGEFIELD LINKNAME\_SURNAME\_1 }"  
"{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }" }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { IF { MERGEFIELD LINKNAME\_TITLE\_1 }= "" "Sirs" "{ MERGEFIELD  
LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" }

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

I write to advise that I have now heard from the debtor, in response to the { IF { MERGEFIELD  
FW\_DBTR\_RESP\_FW\_INS\_OFFERED } = "pre-action" "Letter Before Action" "Particulars of  
Claim " }.

The debtor has made an offer to pay the debt owed by way of instalments, at a rate of {  
MERGEFIELD FW\_PYMT\_DETS\_FW\_INST\_AMT \# "£,##.00;(£,##.00)"} every { IF {  
MERGEFIELD FW\_PYMT\_DETS\_FW\_INST\_PERIOD } = "Weekly" "week." "" }{ IF {  
MERGEFIELD FW\_PYMT\_DETS\_FW\_INST\_PERIOD } = "Monthly" "month." "" }{ IF {  
MERGEFIELD FW\_PYMT\_DETS\_FW\_INST\_PERIOD } = "Other" "*specify details of Debtor's  
offer.*" "" }

Kindly consider this offer and let us know if you would wish to accept it.

We look forward to hearing from you.

Yours { IF { MERGEFIELD LINKNAME\_TITLE\_1 }= "" "faithfully" "sincerely" }

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