

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 FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM } = "" "{ MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_TITLE } { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_INT } { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_SURN }" "{ MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM }" }  
{ MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_TR\_ADD }

Dear { IF { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM } = "" "{ MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_TITLE } { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_SURN }" "Sirs" }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

We write to confirm that your offer of instalments has been accepted by our client.

Date	Amount	Balance

If you would prefer to make payments direct to our bank account, our details are as follows:-

Account Name:  
Address:  
Sort Code:  
Account No:

**Quoting reference:** { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Alternatively, please make your cheque payable to { MERGEFIELD "PRACTICEINFO\_PRACTICE\_NAME" } and send it to the address shown above.

Should any payment not be received by the due date or fail to clear on presentation, we reserve the right to proceed with further actions without reference to you.

We trust this will not prove necessary and look forward to receipt of the payments as shown.

Yours { IF { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM }= "" "sincerely"  
"faithfully" }

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