



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 LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }

Dear { MERGEFIELD FW_CLI_INFO_EME_FW_SALUTATION }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed a copy of a letter I have received today from the Tribunal confirming your claim has been listed for hearing on { MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_DT }, { MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_TM }, { MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_LC }.

Please note you will be required to attend this hearing. If for any reason you or any of your witnesses are unable to attend, please let me know straight away as I will need to inform the Tribunal within the next seven days so that they can relist the matter. If you have a pre-booked holiday or appointment the Tribunal may want to see evidence of this.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

