



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 }

I write to inform you that a disciplinary hearing has been listed at { MERGEFIELD
FW_EMP_HRTGS_FW_GRVHRG_TM } on { MERGEFIELD
FW_EMP_HRTGS_FW_GRVHRG_DT \@ "d MMMM yyyy"}, at { MERGEFIELD
FW_EMP_HRTGS_FW_GRVHRG_LC }.

I should be grateful if you would please let me know if you are unable to attend this hearing for
any reason as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }