

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 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Further to our earlier telephone conversation I write to confirm your appointment at { ASK
Apptime "Client Appointment Time?" \d " " } { ref Apptime } on { ASK Appdate "Client
Appointment Date?" \d " " } { ref Appdate }.

You are entitled to a free 30 minute consultation, if the appointment exceeds the initial 30
minutes there is a fixed charge of £100 plus VAT for a further 30 minutes instruction and beyond
this the Solicitor fee applies. If you think you have legal expenses cover on your insurance
policy, please bring proof of this with you.

Please bring with you one form of photo ID and one form of address ID that is no older than 3
months and any documents you have relating to your matter.

If you require any further instruction on how to reach us or any further information before your
appointment please do not hesitate to contact us.

If you have any problems attending your appointment please inform us as soon as you can.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**