

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

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 FW_ADDINFO_FW_CLI_SALUT }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am pleased to confirm that I have prepared your Form E and should be grateful if you would please read through it carefully and confirm you are content with it, before signing where indicated.

Once you are happy with the Form E and have signed it, please return it to me so I may file a copy with the Court and { MERGEFIELD FW_OS1_FW_OS1_FORENAME }.

Of course if you wish to make any amendments please let me know so I may make this as soon as possible to avoid delay.

Once again, may I remind you of the importance of accurately and honestly completing this form.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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