

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_FR_CLIDET_FW_CLI_SALUT }

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

Please find enclosed a draft copy of the replies to { MERGEFIELD
FW_FR_OS_FW_OS1_FORENAME }'s Questionnaire.

I should be grateful if you would please read through them carefully and confirm you are
happy for me to send them to { MERGEFIELD FW_FR_OS_FW_OS1_FORENAME }. Of
course if you wish to make any amendments please let me know as soon as possible in
order to avoid any unnecessary delays.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME}*UPPER }