

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 FW\_FR\_PROF\_FW\_COURT\_name }  
{ MERGEFIELD FW\_FR\_PROF\_FW\_COURT\_address }

Dear Sirs

**Re:** { IF { MERGEFIELD FW\_FR\_CLIDET\_FW\_CLI\_TYPE } = "Applicant" "{  
MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD  
LINKNAME SURNAME 1 } v { MERGEFIELD  
FW\_FR\_OS\_FW\_OS1 FORENAME } { MERGEFIELD  
FW\_FR\_OS\_FW\_OS1 SURNAME }" "{ MERGEFIELD  
FW\_FR\_OS\_FW\_OS1 FORENAME } { MERGEFIELD  
FW\_FR\_OS\_FW\_OS1 SURNAME } v { MERGEFIELD  
LINKNAME FORENAME 1 } { MERGEFIELD  
LINKNAME SURNAME 1 }" }

**Case No:** { MERGEFIELD FW\_FR\_PROF\_FW\_CASE\_NO }

Please find enclosed the following in advance of the FDR:

1. Chronology
2. Case Summary
3. Statement of Issues

Yours faithfully

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

