



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\_EMPCONT\_1\_FW\_EMPCONT1\_TTL } { MERGEFIELD  
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Dear { MERGEFIELD FW\_EMPCONT\_1\_FW\_EMPCONT1\_TTL } { MERGEFIELD  
FW\_EMPCONT\_1\_FW\_EMPCONT1\_SN }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

We have advised the above-named client in connection with the Settlement Agreement entered into with the company. The agreement has been signed and dated by **him/her** with the declaration completed.

Please find enclosed two original signed copies of the Agreement. We should be grateful if you could please sign both copies of the Agreement and then forward one original signed copy of the Agreement to us, duly signed by both parties.

In addition, we enclose this firm's invoice for settlement in accordance with the agreement.

Yours sincerely

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