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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_EMPCONT2_TTL } { MERGEFIELD
FW_EMPCONT_1_FW_EMPCONT2_IN } { MERGEFIELD
FW_EMPCONT_1_FW_EMPCONT2_SN }
{ MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_ADD }

Dear { MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_TTL } { MERGEFIELD
FW_EMPCONT_1_FW_EMPCONT2_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 }