



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_EMP_WITDET_1_FWWIT1TITLE } { MERGEFIELD FW_EMP_WITDET_1_FWWIT1INTS } { MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME }
{ MERGEFIELD FW_EMP_WITDET_1_FWWIT1ADDRESS }

Dear { MERGEFIELD FW_EMP_WITDET_1_FWWIT1TITLE } { MERGEFIELD FW_EMP_WITDET_1_FWWIT1SURNAME }

Re: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }

Please find enclosed a draft copy of your witness statement. I should be grateful if you would please read through it carefully and if approved, sign and date where indicated.

If, however, you wish to make any amendments to the statement please let me know as soon as possible so I can discuss these with you.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

