



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_EMPLOYER_FW_EMPR_CO_NM }
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR }

Dear Sirs

**Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD
LINKNAME_SURNAME_1 }**

We note from our file that we have not received your client's List of Documents in accordance with the order dated [DATE].

We look forward to receiving your client's List of Documents within the next 7 days. Failing which we will have no option but to apply for an Unless Order but trust this will not be necessary.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }