

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \\*  
MERGEFORMAT }

{ MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_name }  
{ MERGEFIELD FW\_OS\_SOL\_FW\_OS\_SOL1\_ORG\_address }

Dear Sirs

**Your Client:** { MERGEFIELD FW\_OS1\_FW\_OS1\_FORENAME }{ MERGEFIELD  
FW\_OS1\_FW\_OS1\_SURNAME }

**Our Client:** { MERGEFIELD LINKNAME\_FORENAME\_1 }{ MERGEFIELD  
LINKNAME\_SURNAME\_1 }

Thank you for providing us with a draft copy of the Letter of Instruction, which we can  
confirm is approved/amended.

Yours faithfully

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

{INCLUDETEXT "C:\\Users\\neil\\Documents\\OspreyOfficeGateway\\footer.doc"}