

{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 }**

Please find enclosed our client's Questionnaire. We should be grateful if you would kindly confirm safe receipt. We look forward to receiving your client's replies in due course.

We look forward to receiving your client's Questionnaire.

Yours faithfully

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

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