

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_FR_PROF_FW_OS_SOL1_REF }

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

{ MERGEFIELD FW_FR_PROF_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_FR_PROF_FW_OS_SOL1_ORG_address }

Dear Sirs

**Your Client: { MERGEFIELD FW FR OS FW OS1 FORENAME } { MERGEFIELD
FW FR OS FW OS1 SURNAME }**

**Our Client: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD
LINKNAME SURNAME 1 }**

Please find enclosed the following in advance of the First Appointment:

1. Chronology
2. Case Summary
3. Statement of Issues

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }