

{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 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 }

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