

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_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 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 }