

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 TK_POL_STN_INIT_TK_POL_STATION_name }
{ MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_address }

Dear Sirs,

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }