

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD ELPL\_COURT\_EL\_MEDEX1\_name }  
{ MERGEFIELD ELPL\_COURT\_EL\_MEDEX1\_address }

Dear Sirs

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

Yours faithfully

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