{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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

Your Ref: **{** MERGEFIELD EL_5_1_2_1_EL_REFERENCENUM **}**

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

{ MERGEFIELD EL_5_1_2_1_EL_CONTACTNAME **} {** MERGEFIELD EL_5_1_2_1_EL_CONTACTSURNA **}**
{ MERGEFIELD EL_5_1_2_1_EL_EMAILADDRESS **}**

Dear Sirs

Re: **{ MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Please find enclosed copy Letter of Claim sent to the Defendant.

We should be grateful if you would please acknowledge receipt of this letter as soon as possible, and provide your response within three months of the date of this letter.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }