

{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 }

We should be grateful if you would provide us with the following disclosure:

1.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }