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Our Ref: «MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

Your Ref:

16 April 2021

«LINKNAME\_TITLE\_1» «LINKNAME\_INITIALS\_1» «LINKNAME\_SURNAME\_1»  
«CALCULATION\_ADDRESS»

Dear «FW\_LIT\_ADDCLI\_FW\_CLI\_SALUT»

**Re: «MATTER\_MATTER\_DESCRIPTION»**

PLEASE ADD YOUR CLIENT CARE INFORMATION TO THIS TEMPLATE

Yours sincerely

«CALCULATION\_FEE\_EARNER\_DESCRIPTION»  
«PRACTICEINFO\_PRACTICE\_NAME»