

{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:

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

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_NOM_FW_CLI_SALUT }

RE: { MERGEFIELD MATTER MATTER_DESCRIPTION }

I am { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }, a { MERGEFIELD CALCULATION_STATUS_DESCRIPTION }, in the Family Department. I will have conduct of your matter throughout. I am supervised by { MERGEFIELD CALCULATION_EXECUTIVE_NAME } who will also be aware of your matter.

Your Instructions

You wish to change your name. Your current name is { MERGEFIELD FW_NOM_FW_NOM_CURNME }{ IF { MERGEFIELD FW_NOM_FW_NOM_PRVNAME }<> "" " and you have previously been known by { MERGEFIELD FW_NOM_FW_NOM_PRVNAME }. " ". " }You wish to change your current name to { MERGEFIELD FW_NOM_FW_NOM_NEWNAME }.

Our Advice

You can change your name by Deed. You must use your new name for all deeds and documents, and will be known by that name solely.

Next Steps

I shall prepare a Change of Name Deed for your signature.

I will also require you to sign and return the enclosed client care documentation as soon as possible.

If you have any questions, please do not hesitate to contact me. I would encourage you to send any responses via our secure online portal where you will also be able to check the progress of your case. If you have any trouble accessing the internet would you please let me know. We send documents out to you via our secure portal to protect your personal data, however if you are unable to access the internet easily, I can arrange for correspondence to be sent to you via post or another means.

I look forward to hearing from you.

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Yours sincerely,

{ MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME }