

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

22 September 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_NOM_FW_CLI_SALUT»

RE: «MATTER MATTER DESCRIPTION»

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

Your Instructions

You wish to change your name. Your current name is «FW_NOM_FW_NOM_CURNME». You wish to change your current name to «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.

Yours sincerely,

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»