

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4b4e19dc-ddf4-4eec-a081-1bf03ed03963\\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\_IMM\_1\_FW\_SALUTATION }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

I am writing to let you know that I have not yet received a copy of your file from { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_PREV\_REP\_name }. I have chased again and hope to receive the file soon. It may be helpful if you also contact { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_PREV\_REP\_name } to ask them to send the file to me as soon as possible.

In the meantime, if you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\*UPPER }

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