



www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref:

22 September 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_FORENAME_1»
«CALCULATION_ADDRESS»

Dear «FW_NOM_FW_CLI_SALUT»

Re: «MATTER MATTER DESCRIPTION»

I am pleased to confirm that I have now drafted your Change of Name Deed. I should be grateful if you would please make an appointment to see me at my office so you can sign the Deed, as it requires a witness.

Once you have signed the Deed, I will provide you with some certified copies as you may need these when changing your name with banks etc.

I look forward to meeting you soon.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»