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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_HOMOFNO }

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

{ MERGEFIELD FW\_IMM\_1\_FW\_IMM\_HO\_name }  
{ MERGEFIELD FW\_IMM\_1\_FW\_IMM\_HO\_address }

Dear Sirs

**Re:** { MERGEFIELD MATTER MATTER DESCRIPTION }  
**Our Client:** { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 }  
**DOB:** { MERGEFIELD CLI1\_ADD\_INFO\_FW\_CLI1\_DOB }  
**Nationality:** { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_NATIONAL }  
**Home** { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_HOMOFNO }  
**Office No:**

We act for the above-named client in relation to their immigration matters, and request that you provide us with a copy of our client's data which you currently hold. We enclose our client's authority for your records.

We look forward to hearing from you.

Yours faithfully

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

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