

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»

Please find enclosed X copies of your executed Change of Name Deed which I have certified to be true copies, which you may need to provide when you are updating your bank accounts, driving licence, passport etc. with your new name.

I also enclose the original Change of Name Deed, which you should keep in a safe place should you require further certified copies in the future. You may also be asked to provide the original in some circumstances.

This concludes work on this matter. May I take this opportunity to thank you for your kind instructions in this matter.

If I, or my Firm, may be of any further assistance please do not hesitate to contact me.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»