

Our Ref: «MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

25 March 2022

«FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_title»  
«FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_forename»  
«FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_surname»

Dear «FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_title»  
«FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_surname»

**Re: Our Client:** «LINKNAME\_FORENAME\_1» «LINKNAME\_SURNAME\_1»  
**Address:** «CLIENT\_HOUSE», «CLIENT\_POSTAL\_TOWN»,  
«CLIENT\_POSTCODE»  
**Date of Birth:** «CLI1\_ADD\_INFO\_FW\_CLI1\_DOB»  
«CLI1\_ADD\_INFO\_FW\_CLI1\_DOB»

Thank you for providing a copy of your report and invoice. We confirm we have sent your invoice to our client in order that your account can be settled

In the meantime we will consider your report with our client and revert to you if there are any issues arising.

Thank you for your continuing assistance.

Yours Sincerely

«CALCULATION\_FEE\_EARNER\_DESCRIPTION»  
«PRACTICEINFO\_PRACTICE\_NAME»