

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

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

{ IF { MERGEFIELD FW\_CN\_CLI\_INFO\_FW\_CN\_CLI\_LIT } = "Yes" "{ MERGEFIELD  
"FW\_CN\_CLI\_INFO\_FW\_CN\_LF\_TITLE" } { MERGEFIELD  
"FW\_CN\_CLI\_INFO\_FW\_CN\_LF\_INITIA" } { MERGEFIELD  
"FW\_CN\_CLI\_INFO\_FW\_CN\_LF\_SNAME" }" "{ MERGEFIELD "LINKNAME\_TITLE\_1" } {  
MERGEFIELD "LINKNAME\_INITIALS\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" }" }  
{ IF { MERGEFIELD FW\_CN\_CLI\_INFO\_FW\_CN\_CLI\_LIT } = "Yes" "{ MERGEFIELD  
FW\_CN\_CLI\_INFO\_FW\_CN\_LF\_ADD }" "{ MERGEFIELD CALCULATION\_ADDRESS }" }

Dear { IF { MERGEFIELD FW\_CN\_CLI\_INFO\_FW\_CN\_CLI\_LIT } = "Yes" "{ MERGEFIELD  
FW\_CN\_CLI\_INFO\_FW\_CN\_LF\_TITLE } { MERGEFIELD  
FW\_CN\_CLI\_INFO\_FW\_CN\_LF\_SNAME }" "{ IF { MERGEFIELD  
CLI1\_ADD\_INFO\_FW\_CLI1\_SAL } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ MERGEFIELD  
CLI1\_ADD\_INFO\_FW\_CLI1\_SAL }" }" }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

Please find enclosed your claim form and particulars of claim for approval.

I wish to draw your attention to the following:

Please contact me at as soon as you have reviewed the documents so that I may submit them to the court.

I look forward to hearing from you.

Yours sincerely

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

