

{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

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

{ MERGEFIELD FW_CN_COURT_FW_CN_COURT_name }
{ MERGEFIELD FW_CN_COURT_FW_CN_COURT_address }

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } v { IF { MERGEFIELD
FW_CN_DEF1_FW_CN_D1_TRUST_name } <> "" "{ MERGEFIELD
FW_CN_DEF1_FW_CN_D1_TRUST_name }" "{ MERGEFIELD
"FW_CN_DEF1_FW_CN_D1_FNAME" } { MERGEFIELD
"FW_CN_DEF1_FW_CN_D1_SNAME" }" }
Court: { MERGEFIELD FW_CN_COURT_FW_CN_COURT_name }
Claim No: { MERGEFIELD FW_CN_COURT_FW_CN_CT_CL_NO }

Please find enclosed directions questionnaire and enclosures for filing on behalf of my client,
{ MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD
"LINKNAME_SURNAME_1" }.

{ IF { MERGEFIELD FW_CN_COURT_FW_CN_CT_HWF } = "Yes" "I also enclose form
EX160 [and relevant fee]." "I enclose the relevant fee." }

Yours Faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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