

{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\_MED\_EXP\_FW\_CN\_ME3\_CON\_title" } { MERGEFIELD "FW\_CN\_MED\_EXP\_FW\_CN\_ME3\_CON\_forename" } { MERGEFIELD "FW\_CN\_MED\_EXP\_FW\_CN\_ME3\_CON\_surname" }  
{ IF { MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME3\_CON\_compname } = "" "{ MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME3\_CON\_address }" "{ MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME3\_CON\_compaddress }" }

Dear { MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME3\_CON\_title } { MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME3\_CON\_surname }

**Re: Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD LINKNAME\_SURNAME\_1 }  
**Address:** { MERGEFIELD CLIENT\_HOUSE }, { MERGEFIELD "CLIENT\_POSTAL\_TOWN" }, { MERGEFIELD "CLIENT\_POSTCODE" }  
**Date of Birth:** { MERGEFIELD CLI1\_ADD\_INFO\_FW\_CLI1\_DOB \@ "d"\*Ordinal } { MERGEFIELD CLI1\_ADD\_INFO\_FW\_CLI1\_DOB \@ "MMMM yyyy" }

Thank you for providing a copy of your report and invoice. { IF { MERGEFIELD FW\_CN\_CLI\_INFO\_FW\_CN\_TYPE\_FUN } = "Legal Aid" "We confirm we have sent your invoice to the Legal Aid Agency and have applied for monies in order that we can settle your account in the not too distant future." " 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

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

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