

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

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

Your Ref:{ MERGEFIELD FW_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCCDETS 1 DECEASED FULLNM }

I am pleased to let you know that the probate papers are now ready for your approval and signature.

I enclose a Schedule of Assets and Liabilities as at the date of death, for your information. I also enclose the draft probate papers, which includes the inheritance tax return. The inheritance tax form must be submitted with the application for the Grant of Probate [although there is no inheritance tax to pay on this estate].

Please check the documents carefully and if you are happy with them, please sign where indicated and return to me.

I look forward to hearing from you in due course.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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