

{ MERGEFIELD
FW_INJ_APP_FW_INJ_PROCSERV_compname }
{ MERGEFIELD FW_INJ_APP_FW_INJ_PROCSERV_address
}

Your Ref:

Our Ref:
{ USERINITIALS * Upper }/{
MERGEFIELD "Client_No" }/{
MERGEFIELD "Matter_No" }

Please ask for:
{ MERGEFIELD
CALCULATION_FEE }
Date:
{ DATE \@ "dd MMMM
yyyy" } { SET LtrDate {
DATE \@ "d MMMM
yyyy" } }

Dear { MERGEFIELD FW_INJ_APP_FW_INJ_PROCSERV_title } { MERGEFIELD
FW_INJ_APP_FW_INJ_PROCSERV_surname },

**RE: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD
LINKNAME SURNAME 1 } v { MERGEFIELD FW_INJ_RESP_FW_INJ_RESPTITL } {
MERGEFIELD FW_INJ_RESP_FW_INJ_RESPSURN },**

I act for the above applicant, { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD
LINKNAME_SURNAME_1 }. I should be grateful if you would please serve the following
documents on the Respondent as soon as possible.

Please find enclosed the following:

1. Letter to the Respondent
2. Application Form FL401
3. Witness Statemen
4. Non-molestation order
5. Occupation Order

The Respondent's address for service is { MERGEFIELD
FW_INJ_RESP_FW_INJ_RESPADD1 } { MERGEFIELD
FW_INJ_RESP_FW_INJ_RESPADD2 } { MERGEFIELD
FW_INJ_RESP_FW_INJ_RESPADD3 } { MERGEFIELD
FW_INJ_RESP_FW_INJ_RESPADD4 } { MERGEFIELD
FW_INJ_RESP_FW_INJ_RESPPCOD }.

The Respondent works at

The Respondent drives a

The Respondent may also be found at

The Respondent's photograph is enclosed to assist you in identifying { IF { MERGEFIELD FW_INJ_RESP_FW_INJ_RESPGEND } = "Male" "him." "her." }

I should be grateful if you would please notify me once the Respondent has been served with the papers and provide me with your Statement of Service and Invoice in due course.

If you have any queries please do not hesitate to contact me.

Yours sincerely,

{ MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" }
{ **MERGEFIELD PRACTICEINFO_PRACTICE_NAME** }