

{INCLUDETEXT

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App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\477820de-4458-42d4-a05a-
427a1dee6476\\header.doc"

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

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d
MMMM yyyy" \ \ * MERGEFORMAT }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 },
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 },

Re: { MERGEFIELD MATTER MATTER_DESCRIPTION }

Thank you for your instructions in connection with the preparation of your Will. Please take the time to carefully read this letter and accompanying documentation about your matter.

Responsibility for your work

I am { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }, a { MERGEFIELD
CALCULATION_STATUS_DESCRIPTION } in the Private Client Department. I will be responsible for the work conducted on your matter.

My secretary/assistant, NAME, will be able to assist you should I be unavailable.

Your Instructions

Our Advice

Timescales

From previous experience, I expect this matter to take between two and three weeks to complete.

Costs

{ IF { MERGEFIELD FW_WIL_CAPACITY_FW_WIL_MEDREP } = "No" "I shall charge
£150.00 plus VAT to draft your Will. I anticipate the following disbursements may be
necessary:

- Copy Title Deeds from Land Registry - £3.00 per Title Deed
- Mileage at £0.45 per mile (if I must travel out of the office to visit you)

The total costs will therefore be £180.00 including VAT, plus any disbursements." { IF {
MERGEFIELD FW_WIL_CAPACITY_FW_WIL_MEDREP } = "Yes" "I shall charge £150.00
plus VAT to draft your Will.

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I shall also make an additional charge of £75.00 plus VAT to cover our costs of liaising with your GP/Consultant. Your GP/Consultant will also make a charge for the preparation of their report. I shall liaise with them and notify you of their costs.

I anticipate the following disbursements may be necessary:

- Copy Title Deeds from Land Registry - £3.00 per Title Deed
- Mileage at £0.45 per mile (if I must travel out of the office to visit you)

The total costs will therefore be £270.00 including VAT, plus any disbursements." "" }" }My costs in this matter are £*

My charge out rate is £*

Client Identity Checks

In order to comply with government regulations regarding money laundering, we are required to obtain evidence of your identity and address (and occasionally other parties) even if you are known to us personally.

As evidence of your identity, I will require from you either your **original** current passport or **original** photographic driving licence. As proof of your address, I will require a utility bill or bank statement dated within the last three months. If you are unable to provide an **original** paper statement I can accept online statements, where they are printed in full, and show your names and address clearly. Please note that Sky and Mobile Phone statements cannot be accepted as proof of address.

Yours sincerely,

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