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

Your Ref:

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

{ MERGEFIELD FW_EMP_PARTIES_COURT1_name }
{ MERGEFIELD FW_EMP_PARTIES_COURT1_dxno }

Dear Sirs,

{ MERGEFIELD FW_EMP_PARTIES_OP1_FORENAME } { MERGEFIELD
FW_EMP_PARTIES_OP1_SURNAME } v { MERGEFIELD LINKNAME_SURNAME 1 }

We act on behalf of the above named Respondent. Please find enclosed our client's form ET3 and supporting statement annexed thereto.

We look forward to hearing from you in due course.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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