

{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:

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

{ IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2
}" "{ MERGEFIELD LINKNAME_TITLE_1} & { MERGEFIELD LINKNAME_TITLE_2 } {
MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF {
MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1} {
MERGEFIELD LINKNAME_INITIALS_1} { MERGEFIELD LINKNAME_SURNAME_1}" "{
MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD LINKNAME_INITIALS_1} {
MERGEFIELD LINKNAME_SURNAME_1} & { MERGEFIELD LINKNAME_TITLE_2} {
MERGEFIELD LINKNAME_INITIALS_2} { MERGEFIELD LINKNAME_SURNAME_2}" }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD
LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1} and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF { MERGEFIELD
LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD
LINKNAME_SURNAME_1}" "{ MERGEFIELD LINKNAME_TITLE_1} { MERGEFIELD
LINKNAME_SURNAME_1} and { MERGEFIELD LINKNAME_TITLE_2} { MERGEFIELD
LINKNAME_SURNAME_2}" }" }

Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

I write to confirm the outcome of the FHDRA.

Insert advice here.

{ IF { MERGEFIELD PRI_CH_ORG_FW_CH_DRADATE }<> "" "Please note that the
Dispute Resolution Appointment has been listed by the Court to take place on { MERGEFIELD
PRI_CH_ORG_FW_CH_DRADATE \@ "d MMMM yyyy" } and you should ensure you are
available to attend.

" "I will notify you as soon as the Court have confirmed the date of the Dispute
Resolution Appointment.

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

Yours sincerely

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }
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