

{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 Dispute Resolution Appointment (DRA).

Insert advice here.

{ IF { MERGEFIELD PRI_CH_ORG_FW_CH_FHDATE } <> "" "Please note that the Final
Hearing has been listed by the Court to take place on { MERGEFIELD
PRI_CH_ORG_FW_CH_FHDATE \@ "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 Final Hearing.

"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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