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 DIV_PROF_DIV_COURT_name }
{ MERGEFIELD DIV_PROF_DIV_COURT_dxno }

Dear Sirs,

{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { MERGEFIELD RESP_CORESP_OP_FORNAME } { MERGEFIELD RESP_CORESP_OP_SURNAME } { IF { MERGEFIELD RESP_CORESP_OP_FORNAME } = "Yes" "& { MERGEFIELD RESP_CORESP_CORESP_FORENAME } { MERGEFIELD RESP_CORESP_CORESP_SURNAME }" "" }

We act for the above named petitioner and enclose the following documentation:-
1. Original Petition and two copies of service
2. Statement of Reconciliation
3. Notice of Acting
4. **{** IF **{** MERGEFIELD TKDIVPPETITION_ADDRESS_CONFIDE **}** = "Yes" "Form C8" "" **}**

{ IF **{** MERGEFIELD TKDIVPPETITION_HELP_FEES **}** = "No" "We also enclose our cheque in the sum of £550.00/Please take the Court fee of £550.00 from PBA Account 123456" "Please find our client's Help with Fees form enclosed in respect of the Court fee of £550.00." **}**

We look forward to receiving the issued Petition in due course.

Yours faithfully,

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Encs.