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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 "LINKNAME_SURNAME_1" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_2 **} {** MERGEFIELD LINKNAME_SURNAME_2 **}**

<u>Re:</u>   { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed a draft copy of your ET3 form, and accompanying statement. I should be grateful if you would please read them carefully and if approved, sign and date them where indicated.

If you wish to make amendments, please contact me so we can go through them.

Your ET3 form needs to be sent to the Tribunal by DATE, so I should be grateful if you would return the form and statement, or contact me, within three days.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }