PRACCTICE
SOLICITORS

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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 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am pleased to confirm that I have today submitted your ET3 form to the Tribunal. I shall of course let you know when I have received confirmation from them that they have received it.

Once processed, the Tribunal will forward a copy of the ET3 form to the Claimant. The matter will then be passed to a Tribunal Judge who will prepare a Case Management Order, either listing a Preliminary Hearing, or detailing the timetable straight to Final Hearing. I shall of course be in contact with you as soon as I hear from the Tribunal.

I shall be in contact with you again once I have received a copy of the Order from the Tribunal.

In the meantime, if you do have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }