



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 have now received the Case Management Order from the Tribunal, a copy of which is enclosed. I should be grateful if you would please read the Order carefully.

You will note that the next steps are:

Insert advice here.{ IF { MERGEFIELD FW_EMP_DATES_FW_EMP_PREHEAR }<> "" }

The Preliminary Hearing has been listed on { MERGEFIELD FW_EMP_DATES_FW_EMP_PREHEAR \@ "d MMMM yyyy" }.

" "" }

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }