

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 }**

Following the preliminary hearing, I write to confirm the outcome.  
*Insert advice re. hearing here.*

I can confirm that the Final Hearing is due to take place on { MERGEFIELD  
FW\_EMP\_DATES\_FW\_EMP\_FH \@ "d MMMM yyyy" }.

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

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }