



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 }

{ IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2
}" "{ MERGEFIELD LINKNAME_TITLE_1 } & { MERGEFIELD LINKNAME_TITLE_2 } {
MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF {
MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } {
MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1}" "{
MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 } & { MERGEFIELD LINKNAME_TITLE_2 } {
MERGEFIELD LINKNAME_INITIALS_2 } { MERGEFIELD LINKNAME_SURNAME_2}" }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF {MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD
LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1 } and { MERGEFIELD
LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_SURNAME_1}" "{ IF { MERGEFIELD
LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_SURNAME_1}" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } and { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD
LINKNAME_SURNAME_2}" }" }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am pleased to enclose { IF { MERGEFIELD FW_LPA_CONT_TK_LPA_TYPE } = "Health &
Welfare" "the completed Health and Welfare LPA application form." "{ IF { MERGEFIELD
FW_LPA_CONT_TK_LPA_TYPE } = "Property & Financial Affairs" "the completed Property and
Financial Affairs LPA application form." "{ IF { MERGEFIELD FW_LPA_CONT_TK_LPA_TYPE
} = "Health & Welfare/Property & Financial Affairs" "the completed Health and Welfare and
Property and Financial Affairs LPA application forms." **"Please go to the Other Info dossier
page and select the type of application from the drop down list, then reopen this
template."** }" }

I should be grateful if you would please read the documentation carefully, and ensure that the
information is correct. If you have any queries, please do not hesitate to contact me.

I should be grateful if you would telephone me to make an appointment to sign the papers.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }