**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 **}**

**{** 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 confirm that **{** IF **{** MERGEFIELD FW_LPA_CONT_TK_LPA_TYPE **}** = "Health & Welfare" "your Health and Welfare LPA has been registered with the Office of the Public Guardian." "**{** IF **{** MERGEFIELD FW_LPA_CONT_TK_LPA_TYPE **}** = "Property & Financial Affairs" "your Property and Financial Affairs LPA has been registered with the Office of the Public Guardian." "**{** IF **{** MERGEFIELD FW_LPA_CONT_TK_LPA_TYPE **}** = "Health & Welfare/Property & Financial Affairs" "your Health and Welfare and Property and Financial Affairs LPAs have been registered with the Office of the Public Guardian." "**Please go to the Other Info dossier page and select the type of application from the drop down list, then reopen this template."** **}**" **}**" **}**

I would like to take this opportunity to thank you for your kind instructions and if I may be of any further assistance to you in the future please do not hesitate to contact me.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }**