



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_TITLE_1 } = "" "{ MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF { MERGEFIELD LINKNAME_TITLE_1 } = "" "Sirs" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

We can now advise that the debtor has responded to our Letter Before Action by making a payment in the sum of { MERGEFIELD FW_DEBT_DETS_FW_SUM_PAID \# "£,##.00;(£,##.00)".

Please provide your instructions as to whether you are prepared to accept this sum in discharge of your debt, or whether you wish us to pursue the debtor for outstanding sums, including applicable interest and compensation.

We look forward to hearing from you.

Yours { IF { MERGEFIELD LINKNAME_TITLE_1 } = "" "faithfully" "sincerely" }

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }