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 **}**

{ MERGEFIELD LINKNAME_TITLE_1 **}** **{** MERGEFIELD LINKNAME_INITIALS_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: **Settlement Agreement with { MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM }**

For your records, please find enclosed an original signed copy of the Settlement Agreement entered into with your former employer.

Once **you and** your employer **has/have** settled my invoice**(s)** I will arrange to close your file. Please note that your file will be kept in our archives for a period of 6 years in case reference is required to it in the future.

In order for us to keep improving our services, we should be grateful if you could complete the enclosed Client Satisfaction Survey and return it to us with your comments.

If I can be of any further assistance in the future please do not hesitate to contact me.

Thank you for your kind instructions in this matter.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }