

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 FW\_FR\_CLIDET\_FW\_CLI\_SALUT }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

I am pleased to confirm that I have prepared your Form E and should be grateful if you would please read through it careful and confirm you are content with it, before signing where indicated.

Once you are happy with the Form E and have signed it, please return it to me so I may file a copy with the Court and { MERGEFIELD FW\_FR\_OS\_FW\_OS1\_FORENAME }.

Of course if you wish to make any amendments please let me know so I may make this as soon as possible to avoid delay.

Once again, may I remind you of the importance of accurately and honestly completing this form.

I look forward to hearing from you.

Yours sincerely

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

