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 FW_FR_CLIDET_FW_CLI_SALUT }**

<u>Re:</u>   { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed a draft copy of the Questionnaire to **{ MERGEFIELD FW_FR_OS_FW_OS1_FORENAME }**.

I should be grateful if you would please read through this carefully and confirm you are happy for me to send this to **{ MERGEFIELD FW_FR_OS_FW_OS1_FORENAME }**. Of course if you wish to make any amendments please let me know as soon as possible in order to avoid any unnecessary delays.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }