

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ *
MERGEFORMAT }

{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CP_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

Re: { MERGEFIELD FW_CP_PROPINFO FW PROP1 \f", "{
MERGEFIELD FW_CP_PROPINFO FW PROP2 \f", "{
MERGEFIELD FW_CP_PROPINFO FW PROP3 \f", "{
MERGEFIELD FW_CP_PROPINFO FW PROP4 \f", "{
MERGEFIELD FW_CP_PROPINFO FW POSTCODE }
Your { IF { MERGEFIELD FW_CP_OTHERSIDE FW COMP1 } <> "" "{
Client: MERGEFIELD FW_CP_OTHERSIDE FW COMP1 }" "{
MERGEFIELD FW_CP_OTHERSIDE FW OS1 FORENAME } {
MERGEFIELD FW_CP_OTHERSIDE FW OS1 SURNAME }" } IF {
MERGEFIELD FW_CP_OTHERSIDE FW OS2 FORENAME } <> ""
"& { MERGEFIELD FW_CP_OTHERSIDE FW OS2 FORENAME } {
MERGEFIELD FW_CP_OTHERSIDE FW OS2 SURNAME }" "" }
Our Client: { MERGEFIELD LINKNAME SURNAME 1 }

Please find enclosed draft Transfer for your approval.

We should be grateful if you would please approve the Transfer as soon as possible so we may send it to our client for signature.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

