

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 }

We confirm our telephone conversation when we agreed to an exchange of contracts on {
MERGEFIELD FW_CP_PROPINFO_FW_EXCHANGE \@ "d MMMM yyyy"} at {
MERGEFIELD FW_CP_PROPINFO_FW_EXCHGTIME } pursuant to The Law Society's
Formula { MERGEFIELD FW_CP_PROPINFO_FW_FORMULA } with completion fixed for {
MERGEFIELD FW_CP_PROPINFO_FW_COMPLETION \@ "d MMMM yyyy"}.

We look forward to receiving your client's part signed contract.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

