

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 }

{ IF { MERGEFIELD LINKNAME_TITLE_1 } = "" "{ MERGEFIELD LINKNAME_SURNAME_1 }"
"{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }"
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF { MERGEFIELD LINKNAME_TITLE_1 } = "" "Sirs" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Further to the above, I confirm that I have now completed the due diligence checks into the debtor's status, and have obtained the following information:

Delete / edit as appropriate:

Limited Company

I have carried out a basic Companies House search; the debtor is (not) a limited company, is (not) active, and has (not) been dissolved / is (not) in liquidation

The debtor's registered address is:

{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_REG_OFF }

Individual Debtor / Sole Proprietor

The debtor is (not) bankrupt / on the insolvency register.

Sizeable Debt

As the debt is sizeable, please complete the enclosed Proof of Debt form

Yours { IF { MERGEFIELD LINKNAME_TITLE_1 } = "" "faithfully" "sincerely" }

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

