

{ MERGEFIELD  
FW\_INJ\_APP\_FW\_INJ\_PROCSERV\_compname }  
{ MERGEFIELD FW\_INJ\_APP\_FW\_INJ\_PROCSERV\_address  
}

Your Ref:

Our Ref:  
{ USERINITIALS \\* Upper }/{  
MERGEFIELD "Client\_No" }/{  
MERGEFIELD "Matter\_No" }

Please ask for:  
{ MERGEFIELD  
CALCULATION\_FEE }  
Date:  
{ DATE \@ "dd MMMM  
yyyy" } { SET LtrDate {  
DATE \@ "d MMMM  
yyyy" } }

Dear { MERGEFIELD FW\_INJ\_APP\_FW\_INJ\_PROCSERV\_title } { MERGEFIELD  
FW\_INJ\_APP\_FW\_INJ\_PROCSERV\_surname },

**RE: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD  
LINKNAME SURNAME 1 } v { MERGEFIELD FW\_INJ\_RESP\_FW\_INJ\_RESPTITL } {  
MERGEFIELD FW\_INJ\_RESP\_FW\_INJ\_RESPSURN },**

I act for the above applicant, { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }. I should be grateful if you would please serve the following  
documents on the Respondent as soon as possible.

Please find enclosed the following:

1. Letter to the Respondent
2. Application Form FL401
3. Witness Statemen
4. Non-molestation order
5. Occupation Order

The Respondent's address for service is { MERGEFIELD  
FW\_INJ\_RESP\_FW\_INJ\_RESPADD1 } { MERGEFIELD  
FW\_INJ\_RESP\_FW\_INJ\_RESPADD2 } { MERGEFIELD  
FW\_INJ\_RESP\_FW\_INJ\_RESPADD3 } { MERGEFIELD  
FW\_INJ\_RESP\_FW\_INJ\_RESPADD4 } { MERGEFIELD  
FW\_INJ\_RESP\_FW\_INJ\_RESPPCOD }.

The Respondent works at

The Respondent drives a

The Respondent may also be found at

The Respondent's photograph is enclosed to assist you in identifying { IF { MERGEFIELD FW\_INJ\_RESP\_FW\_INJ\_RESPGEND } = "Male" "him." "her." }

I should be grateful if you would please notify me once the Respondent has been served with the papers and provide me with your Statement of Service and Invoice in due course.

If you have any queries please do not hesitate to contact me.

Yours sincerely,

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