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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\_SURNAME\_1" }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD LINKNAME\_TITLE\_2 }{ MERGEFIELD LINKNAME\_SURNAME\_2 }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

I am pleased to confirm that I have today submitted your ET3 form to the Tribunal. I shall of course let you know when I have received confirmation from them that they have received it.

Once processed, the Tribunal will forward a copy of the ET3 form to the Claimant. The matter will then be passed to a Tribunal Judge who will prepare a Case Management Order, either listing a Preliminary Hearing, or detailing the timetable straight to Final Hearing. I shall of course be in contact with you as soon as I hear from the Tribunal.

I shall be in contact with you again once I have received a copy of the Order from the Tribunal.

In the meantime, if you do have any queries please do not hesitate to contact me.

Yours sincerely

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

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