{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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

Your Ref:{ MERGEFIELD FW_PROEXEC2_CTD_FWEXEC2_CONTREF }

{ QUOTE { DATE \@"d"*Ordinal } } { QUOTE { DATE \@"MMMM yyyy" } }

{ IF { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" } = "" "{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }" "{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_CO" }
{ MERGEFIELD FW_PROEXEC2_FWEXEC_2_TITLE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_FORE } { MERGEFIELD FW_PROEXEC2_FWEXEC_2_SURN }"}
{ MERGEFIELD "FW_PROEXEC2_FWEXEC_2_ADDR" }

Dear { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_TITLE" } { MERGEFIELD "FW_PROEXEC2_FWEXEC_2_SURN" }

Estate of { MERGEFIELD FW_PRODCDDETS_1_DECEASED_FULLNM }

Further to our recent meeting, I confirm that I have now written to the various asset holders and creditors and await the information I need in order to prepare the necessary papers.

The administration of an estate can be a fairly lengthy process and depends to a large extent on the efficiency of all the various organisations with whom we have to deal. It can therefore be quite difficult to predict how long it is likely to take. However, to give you an idea of the time scales involved, I would hope to be in a position to apply for probate within * to * weeks and deal with the administration of the estate within * to * months of receipt of the grant of probate, [although this does depend on how quickly the house sale progresses].

I should be grateful if you could let me know if you make any payments on behalf of the estate or if you receive any monies in connection with the estate, so that I can record this in the estate accounts and reimburse you if appropriate.

I enclose a Client Care letter together with a copy letter. Please read through the letter then sign and return the copy in the enclosed prepaid envelope as soon as possible.

Finally, I would like to take this opportunity to thank you for your instructions in this matter.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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