

{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_PROEXEC3_CTD_FWEXEC3_CONTREF }

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

{ IF { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } = "" "{ MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" "{ MERGEFIELD "FW_PROEXEC3_FWEXEC_3_CO" } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_TITLE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_FORE } { MERGEFIELD FW_PROEXEC3_FWEXEC_3_SURN }" }

Dear { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_TITLE" } { MERGEFIELD "FW_PROEXEC3_FWEXEC_3_SURN" }

Estate of { MERGEFIELD FW_PRODCCDETS_1_DECEASED_FULLNM }

{ IF { MERGEFIELD FW_PRODCCDETS_1_FWOUR_INSTR } = "Obtain Grant only" "I am pleased to advise that probate has now been granted and I should therefore be grateful if you could make an appointment to call into the office to collect the grant. This now finalises my work and I enclose an invoice for you to settle when you collect the grant.

Thank you for your instructions on this matter and please do not hesitate to contact me if I can be of assistance to you in the future.
" I am pleased to inform you that I have received the Grant of Representation and I can now proceed with the realisation of the assets and general administration of the estate.

I am taking the opportunity of enclosing a note of my firm's interim costs. You are not required to pay over any sum of money because the invoice can be settled in due course from funds in the estate, when received.

I will be in touch with you again as the administration progresses. However, if you have any queries in the meantime, please do not hesitate to contact me." }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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