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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_TITLE_1 **}** **{** MERGEFIELD LINKNAME_INITIALS_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_ADDINFO_FW_CLI_SALUT **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed a draft copy of the replies to **{** MERGEFIELD FW_OS1_FW_OS1_FORENAME **}**'s Questionnaire.

I should be grateful if you would please read through them carefully and confirm you are happy for me to send them to **{** MERGEFIELD FW_OS1_FW_OS1_FORENAME **}**. Of course if you wish to make any amendments please let me know as soon as possible in order to avoid any unnecessary delays.

I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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