PRACCTICE
SOLICITORS

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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 **}**

{ IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_TITLE_1 **}** **{** MERGEFIELD LINKNAME_INITIALS_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "Sirs" "**{** MERGEFIELD LINKNAME_TITLE_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We write to advise that in the absence of a response from the Debtor to the issue of proceedings, we have entered judgment. We have notified the Debtor and required payment of the total sum due, **{** MERGEFIELD fssm_FW_OS_BAL_DUE \# "£,##.00;(£,##.00)"**}**, within the next 7 days.

We will keep you advised as to developments.

Yours **{** IF **{** MERGEFIELD LINKNAME_TITLE_1 **}**= "" "faithfully" "sincerely" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }