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 FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

We have advised the above-named client in connection with the Settlement Agreement entered into with the company. The agreement has been signed and dated by **him/her** with the declaration completed.

Please find enclosed two original signed copies of the Agreement. We should be grateful if you could please sign both copies of the Agreement and then forward one original signed copy of the Agreement to us, duly signed by both parties.

In addition, we enclose this firm's invoice for settlement in accordance with the agreement.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }