



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 }

Dear { MERGEFIELD FW\_CLI\_INFO\_EME\_FW\_SALUTATION }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

I write to inform you that a disciplinary hearing has been listed at { MERGEFIELD  
FW\_EMP\_HRTGS\_FW\_DSCHRG\_TM } on { MERGEFIELD  
FW\_EMP\_HRTGS\_FW\_DSCHRG\_DT \@ "d MMMM yyyy"}, at { MERGEFIELD  
FW\_EMP\_HRTGS\_FW\_DSCHRG\_LC }.

I should be grateful if you would please let me know if you are unable to attend this hearing for  
any reason as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }