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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{  
MERGEFIELD matter\_no }

Your Ref: { MERGEFIELD FW\_OP\_FW\_SOC\_SERV\_REF }

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

{ MERGEFIELD FW\_OP\_FW\_SOC\_SERV\_CON\_title } { MERGEFIELD  
FW\_OP\_FW\_SOC\_SERV\_CON\_initials } { MERGEFIELD  
FW\_OP\_FW\_SOC\_SERV\_CON\_surname }  
{ MERGEFIELD FW\_OP\_FW\_SOC\_SERV\_ORG\_name }  
{ MERGEFIELD FW\_OP\_FW\_SOC\_SERV\_ORG\_address }

Dear Sirs,

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

Yours Faithfully,

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

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