Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

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

{ IF **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_CLI_LIT **}** = "Yes" "**{** MERGEFIELD "FW_CN_CLI_INFO_FW_CN_LF_TITLE" **}** **{** MERGEFIELD "FW_CN_CLI_INFO_FW_CN_LF_INITIA" **}** **{** MERGEFIELD "FW_CN_CLI_INFO_FW_CN_LF_SNAME" **}**" "**{** MERGEFIELD "LINKNAME_TITLE_1" **}** **{** MERGEFIELD "LINKNAME_INITIALS_1" **}** **{** MERGEFIELD "LINKNAME_SURNAME_1" **}**" **}** **{** IF **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_CLI_LIT **}** = "Yes" "**{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_LF_ADD **}**" "**{** MERGEFIELD CALCULATION_ADDRESS **}**" **}**

Dear **{** IF **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_CLI_LIT **}** = "Yes" "**{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_LF_TITLE **}** **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_LF_SNAME **}**" "**{** IF **{** MERGEFIELD CLI1_ADD_INFO_FW_CLI1_SAL **}** = "" "**{** MERGEFIELD LINKNAME_TITLE_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD CLI1_ADD_INFO_FW_CLI1_SAL **}**" **}**" **}**

Re: **{ MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Further to our recent communications I have now drafted **{** IF **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_CLI_LIT **}** = "Yes" "**{** MERGEFIELD LINKNAME_FORENAME_1 **}**'s" "your" **}** witness statement as discussed.

I enclose the statement for your approval. Please check the content is a correct and accurate account of the circumstances.

If you are happy with the statement as it is drafted, please can you sign and date it and then return it to me.

Alternatively, please amend the statement or telephone me to discuss any amendments that you may wish to make over the phone.

It is important to note the statement at truth at the end of your statement. It is important that your statement is true and accurate because it may be disclosed to the judge and relied upon at trial in due course. By signing the statement of truth you are confirming to the court that you have an honest belief in the content of the statement.

It is important to appreciate that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

If you are happy with the statement as it is drafted please can you sign and date it and then return it to me in the enclosed pre-paid envelope.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }