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Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

16 April 2021

«LINKNAME_TITLE_1» «LINKNAME_INITIALS_1» «LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_LIT_ADDCLI_FW_CLI_SALUT»

Re: «MATTER_MATTER_DESCRIPTION»

As per your instructions, I have now prepared your Part 36 Offer letter, a copy of which is enclosed. I should be grateful if you would please read it carefully.

I wish to draw your attention to the following points:

Please confirm your approval of the letter as soon as possible so I may forward it to the Respondent.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»