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 }

Thank you for approving the Court Forms and returning them to me.

As you will recall from my last letter, the Defendant has failed to make any acceptable offers of settlement in the claim and it became necessary to take the matter to the more formal stage of issuing court proceedings.

I confirm that having taken your instructions, the claim has now been issued in the County Court on your behalf. Once the papers are received back from the Court, they will be sent to the Defendant who then has 14 days to acknowledge the claim and then a further 14 days to file a Defence.

I will therefore update you in a month when the Defence is filed to advise further.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }