{INCLUDETEXT "C:\\Users\\neilb\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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

Your Ref:

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

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_NOM_FW_CLI_SALUT }

Re: **{ MERGEFIELD MATTER_MATTER_DESCRIPTION }**

Please find enclosed X copies of your executed Change of Name Deed which I have certified to be true copies, which you may need to provide when you are updating your bank accounts, driving licence, passport etc. with your new name.

I also enclose the original Change of Name Deed, which you should keep in a safe place should you require further certified copies in the future. You may also be asked to provide the original in some circumstances.

This concludes work on this matter. May I take this opportunity to thank you for your kind instructions in this matter.

If I, or my Firm, may be of any further assistance please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }