**CLIENT : #Contact.CompanyName#**

**CONTACT : #Contact.FirstName# #Contact.MiddleName# #Contact.LastName#**

**POSITION : #Contact.Position#**

**TEL NO : #Contact.Phone No# #Contact.Phone No 2#**

**FAX NO : #Contact.Fax No#**

**E-MAIL : #Contact.Email#**

**RELATIONSHIP : #Matter.Company Name#**

**#Matter.Secondary Party 1 Name# #Matter.Secondary Party 2 Name#**

**SUBJECT**

**MATTER : #Matter.Name#**