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{REPEAT MATTER\_INFO ORDER BY m\_code}{IF ON\_FIRST\_ROW()}

{DATE\_TO\_TEXT(bill\_date,'STD\_C')}

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**{IF Not EMPTY (p\_address\_name)}{p\_address\_name}{ELSE}{IF p\_name\_type=’o’}{p\_long\_name}{ELSE}{p\_first} {p\_last}{END IF}{END IF}**

**{p\_address1}{IF NOT EMPTY(p\_address2)}{"[HRT]"}{p\_address2}{END IF}{IF NOT EMPTY(p\_address3)} {"[HRT]"}{p\_address3}{END IF}{IF NOT EMPTY(p\_address4)} {"[HRT]"}{p\_address4}{END IF}**

**{IF NOT EMPTY(p\_city)}{p\_city}, {p\_state\_prov\_code} {p\_zip\_code}{END IF}**

**{IFF (p\_country\_code = "CA", "", p\_country\_name)}**

**Re: {IF NOT EMPTY (bill\_firm\_reference)}{bill\_firm\_reference }{ELSE}{m\_long\_name}{END IF}**

{END IF}{%We want to thank you for your business this past year and to express appreciation for our continued relationship; we wish you all the best in 2021.}Please find enclosed a copy of the invoice which includes our professional fees for providing corporate services for the upcoming year. Payment of our invoice may be made by cheque, electronic wire, or credit card in the manner indicated on the remittance copy of our invoice.

Our valued clients are increasingly looking for consistency and predictability of legal fees across multiple jurisdictions. In response to this and in continuous efforts for an exceptional client experience, we have implemented a standardized invoice format and fee structure.

We appreciate your continued business. If you have any questions or concerns, please do not hesitate to contact {IF m\_bill\_tkpr\_init = ‘CORP’ or m\_resp\_tkpr\_init = ‘CORP’ }our office at {office\_phone}.{ELSE}{m\_bill\_tkpr\_first} {m\_bill\_tkpr\_last} at {m\_bill\_tkpr\_email}{IF m\_bill\_tkpr <> m\_resp\_tkpr} or {m\_resp\_tkpr\_first} {m\_resp\_tkpr\_last} at {m\_resp\_tkpr\_email}.{END IF}{END IF}

Yours truly,

**MLT Aikins LLP**

{END REPEAT}

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