

{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: { MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSREF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \}\* MERGEFORMAT }

{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSURER\_name }  
{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSURER\_address }

Dear Sirs

**Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }  
**Your Insured:** { IF { MERGEFIELD  
TK\_PIDEF1DETAIL\_tkDEF1CONAME } = "" "{  
MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1FORENAME }  
{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1SURNAME  
}" "{ MERGEFIELD  
TK\_PIDEF1DETAIL\_tkDEF1CONAME }"}  
**Your Policy No:** { MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSPOLNO  
}  
**Accident Date:** { MERGEFIELD  
TK\_ACCDETS\_tkACCDATE\@"d"\\*Ordinal } {  
MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"MMMM  
yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

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