

{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:

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

{ IF { MERGEFIELD TK_PICLIENINFO_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD TK_PICLIENINFO_TK_LITFRNDTITLE } { MERGEFIELD TK_PICLIENINFO_TK_LITFRNDFORE } { MERGEFIELD TK_PICLIENINFO_TK_LITFRNDSURN } { MERGEFIELD TK_PICLIENINFO_TK_LITFRNDADDR }" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 } { MERGEFIELD CALCULATION_ADDRESS }" }

Dear { IF { MERGEFIELD TK_PICLIENINFO_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD TK_PICLIENINFO_TK_LITFRNDTITLE } { MERGEFIELD TK_PICLIENINFO_TK_LITFRNDSURN }" "{ IF { MERGEFIELD TK_PICLIENINFO_tk_SALUTATION } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD TK_PICLIENINFO_tk_SALUTATION }" }" }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I confirm that I have today sent a letter to { IF { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1CONAME } = "" "{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1TITLE } { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1FORENAME } { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1SURNAME }" "{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1CONAME }" } to notify them of your claim.

They are required to pass on a copy of my letter to their Insurers straight away, and under the Personal Injury Pre-Action Protocol the letter should be acknowledged by them or their Insurers within 3 weeks.

I will let you know as soon as I hear anything further.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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