

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\21cb62c0-074c-4d1e-a1c2-  
ecb77a2f338f\\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

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\21cb62c0-074c-4d1e-a1c2-  
ecb77a2f338f\\footer.doc"}

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }