

{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 am pleased to confirm the settlement of your claim in the global amount of { ASK settlement "Enter amount of settlement." \d "£" }{ ref settlement \\* MERGEFORMAT }.

I hope to receive your damages cheque within the next 28 days and will keep you informed of developments.

Yours sincerely

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

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