

{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 I have today received the documents from our sign up agents and have updated your file.

I am now in process of drafting the Letter of Claim and will be contacting you again shortly to discuss your case further.

In the meantime I enclose an 'out of pocket' expenses questionnaire for you to complete and return to me at your earliest convenience together with any supporting receipts/document as claimed.

If you have any queries regarding the claim in the meantime, please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }