{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_PICLIENTINFO_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD TK_PICLIENTINFO_TK_LITFRNDTITLE } { MERGEFIELD TK_PICLIENTINFO_TK_LITFRNDFORE } { MERGEFIELD TK_PICLIENTINFO_TK_LITFRNDSURN }
{ MERGEFIELD TK_PICLIENTINFO_TK_LITFRNDADDR }" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }" }

Dear { IF { MERGEFIELD TK_PICLIENTINFO_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD TK_PICLIENTINFO_TK_LITFRNDTITLE } { MERGEFIELD TK_PICLIENTINFO_TK_LITFRNDSURN }" "{ IF { MERGEFIELD TK_PICLIENTINFO_tk_SALUTATION } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD TK_PICLIENTINFO_tk_SALUTATION }" }" }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

You should by now have received a letter offering you an appointment to see { MERGEFIELD TK_PIINJMEDDETS_tkMEDEXPERT1_title   }   {   MERGEFIELD TK_PIINJMEDDETS_tkMEDEXPERT1_forename   }   {   MERGEFIELD TK_PIINJMEDDETS_tkMEDEXPERT1_surname   }   on   {   MERGEFIELD TK_PIINJMEDDETS_tkMEDAPPTDATE   \@   "d"*ordinal   }   {   MERGEFIELD TK_PIINJMEDDETS_tkMEDAPPTDATE \@ "MMMM yyyy"}.

I would remind you that the report that will be prepared following the examination will detail the nature and extent of your injuries and it is therefore important that you provide the doctor with as much information as possible at the time of the examination.

If for any reason the appointment is not convenient for you, please telephone the Consultant's secretary to re-arrange it. If you do so, I would be grateful if you would let me know the new date fixed. It is important once you have confirmed you can attend the appointment, that you indeed do so. If you fail to attend the appointment, or re-arrange or cancel within 7 days of the date of the appointment, it is likely that a cancellation charge will be raised, which could run to as much as £500.00, being the cost of the full report. Should such a fee be raised due to your failure to comply with the cancellation requirements, you will be personally responsible for that

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fee, as it is not an expense that can be recovered from the Third Party Insurers or your legal expense insurance.

I would anticipate that I should receive the Medical Report in 2-4 weeks after you see the Consultant. I shall let you have a copy of the Report soon after I receive it.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }