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a722bd604a1b\\header.doc"}

Our Ref:            { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Claim No:         { MERGEFIELD TK\_PICOURTDETS\_tkCLAIMNO }

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

{ MERGEFIELD TK\_PICOURTDETS\_tkCIVILCRT\_name }  
{ MERGEFIELD TK\_PICOURTDETS\_tkCIVILCRT\_address }

Dear Sirs

**{ MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD LINKNAME\_SURNAME\_1 }  
-v- { IF { MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1CONAME } = "" "{ MERGEFIELD  
TK\_PIDEF1DETAIL\_tkDEF1FORENAME } { MERGEFIELD  
TK\_PIDEF1DETAIL\_tkDEF1SURNAME }" "{ MERGEFIELD  
TK\_PIDEF1DETAIL\_tkDEF1CONAME }" }**  
**Claim No: { MERGEFIELD TK\_PICOURTDETS\_tkCLAIMNO }**

We enclose for filing the following:

- (1) Allocation questionnaire, duly completed;
- (2) Draft case management directions;
- [(3) Case summary;]
- (4) Cheque for the court fee on filing the allocation questionnaire of £ \* .

We are pleased to confirm that consultations have allowed the parties to reach agreement on the case management directions the court is invited to make, and these are as set out in the enclosed draft. In the circumstances, it is hoped that the court is able to deal with allocation and case management directions in or along the lines of the draft.

Please note that in relation to future costs this is only an estimate. We cannot accept that we can be bound in any way to limit our final costs to this figure. We cannot take into account any unforeseen issues that may arise or unforeseen delays as a result of, for example, our opponent's conduct. Nor can the estimate take into account any application that might subsequently be made in relation to all or part of our costs to be paid on an indemnity basis arising out of the Defendant's conduct.

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We look forward to receiving notice of allocation, a copy of the Defendant's allocation questionnaire (with any accompanying information) and case management directions.

We look forward to hearing from you further.

Yours faithfully

**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**