{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\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.

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 }