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 }
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We enclose, for filing, the following:

- (1) Listing Questionnaire (Pre-trial Checklist), duly completed;
- (2) Estimate of costs;
- (3) Case summary;
- (4) Application Notice for Further Directions;
- (5) Draft directions;
- (6) Cheque for the court fee of £[].

As we consider further directions are necessary before the trial takes place, an application, with a draft of the directions sought, is enclosed.

[We are pleased to confirm that consultations between the parties have allowed agreement to be reached on the further directions the court is invited to make following filing of the listing questionnaire. These are as set out in the enclosed draft.]

We look forward to receiving any further directions and confirmation of arrangements for trial in due course.

Yours faithfully

{ MERGEFIELD PRACTICEINFO PRACTICE NAME*UPPER }

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