

{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: { MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSREF }

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

{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSURER\_name }  
{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSURER\_address }

Dear Sirs

**Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }  
**Your Insured:** { IF { MERGEFIELD  
TK\_PIDEF1DETAIL\_tkDEF1CONAME } = "" "{  
MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1FORENAME }  
{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1SURNAME  
}" "{ MERGEFIELD  
TK\_PIDEF1DETAIL\_tkDEF1CONAME }"}  
**Your Policy No:** { MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1INSPOLNO  
}  
**Accident Date:** { MERGEFIELD  
TK\_ACCDETS\_tkACCDATE\@"d"\\*Ordinal } {  
MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"MMMM  
yyyy" }

We enclose a copy of the letter of claim we have today sent to your insured.

We should be grateful if you would acknowledge safe receipt of this letter, confirming your interest and reference by return.

{ IF { MERGEFIELD TK\_PICLIENTINFO\_tkTYPEFUNDING }= "CFA" "We also take this opportunity to inform you that we are assisting our client under the terms of a Conditional Fee Agreement. " "{ IF { MERGEFIELD TK\_PICLIINSDETS\_TK\_BTEATEINS } = "ATE" "We also take this opportunity to inform you that we are assisting our client under the terms of a Conditional Fee Agreement. Please also note our client has obtained after the event legal expense insurance. If you are aware or have any knowledge of any before the event legal expense insurance scheme available to our client then kindly notify us of the same within 14 days." "" }" }

Yours faithfully

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