

{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 refer to your letter dated { IF { MERGEFIELD TK_PIVALUE_TK_TOPUP_DT_PD } = "" "{
MERGEFIELD "TK_PIVALUE_TK_PT36_DT_PD" }" "{ MERGEFIELD
TK_PIVALUE_TK_TOPUP_DT_PD }" } and note your offer on behalf of the proposed
defendant(s).

We confirm that our client is prepared to accept the sum of { IF { MERGEFIELD
TK_PIVALUE_TK_TOPUP_AMT } = "" "£{ MERGEFIELD "TK_PIVALUE_TK_PT36_AMT_D" }"
"£{ MERGEFIELD "TK_PIVALUE_TK_TOPUP_AMT" }" }.

We ask for our costs on a fixed basis, pursuant to CPR Part 45 as follows:

1. £800 + £
2. Success Fee at 12.5 % =
3. TOTAL
4. VAT
5. Total Cost of Medical Report = £
6. Total Cost of GP & Medical Records = £

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7. Total Cost of Other Disbursement e.g. Police Report = £
8. ATE Insurance Premium = £

We look forward to hearing from you within 7 days, failing which we will commence Part 8 proceedings for the full amount due and costs associated with any additional work.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }