

{INCLUDETEXT

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7caca5678fa\\header.doc"}

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

Your Ref:           { MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1SOLREF }

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

{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1SOL\_name }  
{ MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1SOL\_address }

Dear Sirs

**Our Client:**    { MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD  
"LINKNAME\_SURNAME\_1" }

**Your Client:**   { IF { MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1CONAME } = "" "{  
MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1FORENAME } {  
MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1SURNAME }" "{  
MERGEFIELD TK\_PIDEF1DETAIL\_tkDEF1CONAME }"  
}

**Accident**        { MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"d"\\*Ordinal } {  
**Date:**            MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"MMMM yyyy" }

We enclose, for your information, a copy of the allocation questionnaire, duly completed, as filed  
at court.

[We also enclose documentation filed at court with the allocation questionnaire.]

[We shall be grateful if you could let us have a copy of the Defendant's allocation questionnaire,  
and any accompanying documentation you ask the court to consider on allocation.]

Yours faithfully

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

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