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 have generally reviewed this matter in readiness for the hearing and write to deal with matters arising.

(1)   We have prepared a bundle of documents and enclose a copy of the draft index herewith for your information. Please confirm that the bundle is agreed or let us know if there are any further documents you wish to be included, identifying any such documents fully. We should like to be ready to file the bundle by   *   and so look forward to hearing from you prior to then.

(2)   We consider that a time estimate of   *   remains appropriate but shall be grateful for your time estimate if you disagree.

(3)   Please note that if a settlement has not been achieved by 4 pm on   *   we reserve the right to deliver a brief without further notice. This will, obviously, increase the costs.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }