

{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\_PIDEF2DETAIL\_tkDEF2INSREF }

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

{ MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2INSURER\_name }  
{ MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2INSURER\_address }

Dear Sirs

**Our Client:** { MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }  
**Your Insured:** { IF { MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2CONAME } = "" "{ MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2FORENAME } { MERGEFIELD client\_no }" "{ MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2CONAME }"}  
**Your Policy No:** { MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2INSPOLNO }  
**Accident Date:** { MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"d"\*Ordinal } { MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"MMMM yyyy" }

Further to previous correspondence, we write to advise that we have today sent the appropriate Court papers direct to your Insured.

Please accept this letter as notice of our intention to apply to the Court for default judgment unless the Acknowledgment of Service and/or Defence are filed within the appropriate timescales. Initially this means that unless we reach agreement granting a suitable extension of time for the Defence, either the Acknowledgment or Defence must be at Court by { MERGEFIELD TK\_PICOURTDETS\_TKACK\_SERV\_DUE \@ "d"\*Ordinal } { MERGEFIELD TK\_PICOURTDETS\_TKACK\_SERV\_DUE \@ "MMMM yyyy" }.

Finally, if under your Insured's policy any further information should be supplied to you at this stage, please let us know without delay. If we do not hear from you with any such request, we shall assume that the terms of the policy have been complied with for the purposes, if necessary, of the Third Parties (Rights Against Insurers) Act 1930.

Yours faithfully

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