

{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:

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

{ IF { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2CONAME } = "" "{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2TITLE } { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2FORENAME } { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2SURNAME }" "{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2CONAME }" }
{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2ADDRESS }

Dear { IF { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2CONAME } = "" "{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2TITLE } { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2SURNAME }" "Sir or Madam" }

Our Client: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
Accident Date: { MERGEFIELD TK_ACCDETS_tkACCDATE \@ "d" *Ordinal } { MERGEFIELD TK_ACCDETS_tkACCDATE \@ "MMMM yyyy" }
Accident Location: { MERGEFIELD TK_ACCDETS_tkACCLCATION }

We have been in correspondence with the relevant insurers, { MERGEFIELD "TK_PIDEF2DETAIL_tkDEF2INSURER_name" } of: { MERGEFIELD "TK_PIDEF2DETAIL_tkDEF2INSURER_address" } (under reference { MERGEFIELD "TK_PIDEF2DETAIL_tkDEF2IINSREF" }), to whom you may care to refer these papers straight away.

We would be grateful if your insurers or their solicitors would acknowledge safe receipt.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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