

{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_tkDEF2SOLREF }

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

{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2SOL_name }
{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2SOL_address }

Dear Sirs

Our Client: { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD "LINKNAME_SURNAME_1" }

Your Client: { IF { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2CONAME } = "" "{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2FORENAME } { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2SURNAME }" "{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2CONAME }" }

Accident Date: { MERGEFIELD TK_ACCDETS_tkACCDATE \@ "d" * Ordinal } { 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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