

{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 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

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