

{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 by way of service our statement of costs in readiness for the hearing of \*

Yours faithfully

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

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