

{INCLUDETEXT

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App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\14507ae4-271e-4752-918a-  
8da7373030eb\\header.doc"}

Our Ref:            { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:    { MERGEFIELD TK\_PICLIINSDETS\_tkLEXPINSREF }

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

{ MERGEFIELD TK\_PICLIINSDETS\_tkLEXPINSURE\_name }  
{ MERGEFIELD TK\_PICLIINSDETS\_tkLEXPINSURE\_address }

Dear Sirs

**Our Client:**            { MERGEFIELD "LINKNAME\_FORENAME\_1" } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }  
**Address:**                { MERGEFIELD "CALCULATION\_ADDRESS" }  
**Date of Accident:**    { MERGEFIELD  
TK\_ACCDETS\_tkACCDATE \@ "d" \ } {  
MERGEFIELD TK\_ACCDETS\_tkACCDATE \@ "MMMM  
yyyy" }

Thank you for your instruction letter dated { ASK LEI "Enter date of LEI instructions" \d " " } {  
REF LEI }.

We write to confirm our acceptance of this matter and advise you that we have made immediate  
contact with our mutual client as requested.

We will be updating the client on a monthly basis, and will update you at important stages of the  
case or within 4-6 months.

Please make a note of our reference number. Should you wish to contact the fee earner,  
please contact { MERGEFIELD "CALCULATION\_FEE\_EARNER\_DESCRIPTION" } on {  
MERGEFIELD "CALCULATION\_FEE\_EARNER\_PHONE" } or via email { MERGEFIELD  
"CALCULATION\_FEE\_EARNER\_EMAIL" }.

We will be in touch shortly.

Yours faithfully

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8da7373030eb\\footer.doc"}

{ MERGEFIELD "PRACTICEINFO\_PRACTICE\_NAME" }