

{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 }

{ MERGEFIELD "TK_PIINJMEDDETS_tkMEDEXPERT3_title" } { MERGEFIELD "TK_PIINJMEDDETS_tkMEDEXPERT3_initials" } { MERGEFIELD "TK_PIINJMEDDETS_tkMEDEXPERT3_surname" }
{ MERGEFIELD "TK_PIINJMEDDETS_tkMEDEXPERT3_address" }

Dear { MERGEFIELD "TK_PIINJMEDDETS_tkMEDEXPERT3_title" } { MERGEFIELD "TK_PIINJMEDDETS_tkMEDEXPERT3_surname" }

Our Client: { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD LINKNAME_SURNAME_1 }
Address: { MERGEFIELD "CALCULATION_ADDRESS" }
Date of Accident: { MERGEFIELD TK_ACCDETS_tkACCDATE \@ "d" \}*Ordinal } { MERGEFIELD TK_ACCDETS_tkACCDATE \@ "MMMM yyyy" }
Date of Birth: { MERGEFIELD TK_PICLIENTINFO_tkCL_DOB }

You will no doubt recall having prepared a Medical Report dated { ASK repdate "Enter the date of the report" } { REF repdate \@ "d" \}*Ordinal \}* MERGEFORMAT } { REF repdate \@ "MMMM yyyy" \}* MERGEFORMAT } on the injuries sustained by our above-named client

We have now received Notice that the Trial has been listed to take place at { MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_name } on { MERGEFIELD TK_PICOURTDETS_tkTRIALDATE \@ "d" \}*ordinal } { MERGEFIELD TK_PICOURTDETS_tkTRIALDATE \@ "MMMM yyyy" }.

I would be obliged if you would kindly note this date in your diary, and I would be grateful if you would keep all of the day free for the time being. I will contact you nearer the hearing to let you know exactly when you will be required. Of course if the case settles before Trial I will let you know immediately.

I look forward to receiving confirmation that you are able to attend Court on this date.

Yours sincerely

{ MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" }
{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }