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

Your Ref: { MERGEFIELD TK\_PIPROFBODIES\_tkPOLICEREF }

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

{ MERGEFIELD TK\_PIPROFBODIES\_tkPOLICE\_name }  
{ MERGEFIELD TK\_PIPROFBODIES\_tkPOLICE\_address }

Dear Sirs

**Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }  
**Accident Date:** { MERGEFIELD TK\_ACCDETS\_tkACCDATE }  
**Location:** { MERGEFIELD TK\_ACCDETS\_tkACCLCATION }  
**Our Client's Vehicle:** { MERGEFIELD TK\_PIVEHDETS\_tkCLIVEHMAKEMOD }  
**Defendant's Vehicle:** { MERGEFIELD TK\_PIVEHDETS\_TK\_DEF1MAKEMOD }  
**Third Party's Vehicle:** { MERGEFIELD TK\_PIVEHDETS\_tkTP1VEHMAKEMOD }

We have been instructed on behalf of our above named client in relation to the above accident which we understand you investigated. We should be grateful if you would confirm the name and address of the driver(s) and/or owner(s) of the other vehicle(s) involved together with details of Insurance Company/ies with Policy and Certificate numbers, if known

Please kindly let us know whether arising out of the above any proceedings have been taken or are contemplated and if so against whom and when the case was heard and with what result or when the case is set down for hearing.

Please also confirm whether a full Police Accident Report is available and the fee for obtaining a copy of the same.

Yours faithfully

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

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