

{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\_PIWITDETS1\_tkWIT2TITLE" } { MERGEFIELD "TK\_PIWITDETS1\_tkWIT2FORENAME" } { MERGEFIELD "TK\_PIWITDETS1\_tkWIT2SURNAME" } { MERGEFIELD "TK\_PIWITDETS1\_tkWIT2ADDRESS" }

Dear { MERGEFIELD "TK\_PIWITDETS1\_tkWIT2TITLE" } { MERGEFIELD "TK\_PIWITDETS1\_tkWIT2SURNAME" }

**Accident Date:**    { MERGEFIELD TK\_ACCDETS\_tkACCDATE \@ "d" \ \*Ordinal } { MERGEFIELD TK\_ACCDETS\_tkACCDATE \@ "MMMM yyyy" }

**Location:**        { MERGEFIELD TK\_ACCDETS\_tkACCLCATION }

**Our Client:**      { MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD "LINKNAME\_SURNAME\_1" }

I write further in respect of this matter.

The Court is shortly due to list this matter for Trial and I should be grateful if you could provide me with any dates to avoid during the month(s) of { ASK month "Enter month(s) during which trial may be held." } { REF month }.

I look forward to hearing from you as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME \ \*UPPER }

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