

{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_PIWITDETS2_tkWIT4TITLE" } { MERGEFIELD "TK_PIWITDETS2_tkWIT4FORENAME" } { MERGEFIELD "TK_PIWITDETS2_tkWIT4SURNAME" }
{ MERGEFIELD "TK_PIWITDETS2_tkWIT4ADDRESS" }

Dear { MERGEFIELD "TK_PIWITDETS2_tkWIT4TITLE" } { MERGEFIELD "TK_PIWITDETS2_tkWIT4SURNAME" }

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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