

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor  
App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\95177522-5224-45ff-93be-  
fa3545dd9ce9\\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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