

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 "LINKNAME_TITLE_1" } { MERGEFIELD "LINKNAME_INITIALS_1" } {
MERGEFIELD "LINKNAME_SURNAME_1" }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD "LINKNAME_TITLE_1" } { MERGEFIELD "LINKNAME_SURNAME_1"
}

**Re: { MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } Magistrates
Court**

I am writing to confirm what happened at { MERGEFIELD
TK_MAGCRT_INIT_TK_MAG_CRT_name } Magistrates Court. A trial took place in relation
to the charge of [] and I represented you.

Unfortunately you were found Guilty by the Court.

The Court sentenced you as follows;

[free text]

I would regard the sentence as a reasonable one in the circumstances and could not advise
that you have grounds to appeal. Nevertheless if you want to consider an appeal please let
me know.

I trust that all the above is clear, but if you have any queries please feel free to ask.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }