

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\_ALL\_TK\_CRWN CRT\_name }  
Next Date: { MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_DT } at {  
MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_TM }**

I am writing to thank you for instructing us to represent you in relation to the charge of {  
MERGEFIELD MATTER\_MATTER\_DESCRIPTION } which you face and to confirm the  
outcome of your appearance in { MERGEFIELD TK\_MAGCRT\_INIT\_TK\_MAG\_CRT\_name  
} on { MERGEFIELD TK\_MAGCRT\_INIT\_TK\_MEG\_CRT\_DT }.

The charge you face can be dealt with in either the Crown Court or the Magistrates Court.  
However the Court felt that the case was too serious to be heard in the Magistrates Court  
and so the case was sent to the Bristol Crown Court with an initial hearing date of {  
MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_DT } at { MERGEFIELD  
TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_TM } when you are likely to appear via video link.

You were remanded in custody because [free text]. If you would like us to make a further bail  
application to a Judge at the Crown Court please let us know.

At the next hearing the Court will expect you to indicate what your plea is likely to be. You  
have already instructed us that [ free text ] OR We will make an appointment as soon as we  
can to discuss this with you.

I have now passed your file to our Crown Court team. They will instruct an Advocate to  
represent you and you will be met by the Advocate before you appear in Court.  
I have made an application for legal aid on your behalf. If I need you to produce any  
documents to support that I will write to you separately.

I am enclosing copy of our Terms of Business. This contains information which I am obliged  
to send to you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact one of my colleagues in the Crown Court team at the office.

With best wishes

Yours sincerely

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