

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_WIT_1AND2_DT_TK_WIT1_TTL } { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_FRNM } { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_SRNM }
{ MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_ADD }

Dear { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_TTL } { MERGEFIELD TK_WIT_1AND2_DT_TK_WIT1_SRNM },

Re: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } / { IF { MERGEFIELD TK OFFENCE DET TK NO OF OFENCS } = 1 " { MERGEFIELD TK OFFENCE DET TK OFF1 DATE } " " { IF { MERGEFIELD TK OFFENCE DET TK NO OF OFENCS } = 1 " { MERGEFIELD TK OFFENCE DET TK OFF1 DATE } and { MERGEFIELD TK OFFENCE DET TK OFF2 DATE } " " { IF { MERGEFIELD TK OFFENCE DET TK NO OF OFENCS } = 3 " { MERGEFIELD TK OFFENCE DET TK OFF1 DATE } and { MERGEFIELD TK OFFENCE DET TK OFF2 DATE } and { MERGEFIELD TK OFFENCE DET TK OFF3 DATE } " " { IF { MERGEFIELD TK OFFENCE DET TK NO OF OFENCS } = 4 " { MERGEFIELD TK OFFENCE DET TK OFF1 DATE } and { MERGEFIELD TK OFFENCE DET TK OFF2 DATE } and { MERGEFIELD TK OFFENCE DET TK OFF3 DATE } and { MERGEFIELD TK OFFENCE DET TK OFF4 DATE } " "" } " } " } / { MERGEFIELD TK MAGCRT INIT TK MAG CRT_name }

We represent { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } in connection with { IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 1 " { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 } " " { IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 2 " { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 } and { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 } " " { IF { MERGEFIELD TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 3 " { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_1 }, { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_2 } and { MERGEFIELD TK_OFFENCE_DET_TK_OFFENCE_3 } " " { IF { MERGEFIELD

TK_OFFENCE_DET_TK_NO_OF_OFENCS } = 4 "{ MERGEFIELD
TK_OFFENCE_DET_TK_OFFENCE_1 }, { MERGEFIELD
TK_OFFENCE_DET_TK_OFFENCE_2 }, { MERGEFIELD
TK_OFFENCE_DET_TK_OFFENCE_3 } and { MERGEFIELD
TK_OFFENCE_DET_TK_OFFENCE_4 }" "" }" }" }" }. We understand that you may have
information which could assist in clarifying some of the facts of the case. We would very
much like to speak to you to explore this further.

Could you please contact us as soon as possible to discuss this? Initially we would hope to
speak to you on the telephone and we can then assess whether or not we may need to
arrange a meeting. If a meeting is necessary, we will try to hold this at a time which is
convenient to you.

If calling to the office, please asked to speak to { MERGEFIELD
CALCULATION_FEE_EARNER_DESCRIPTION } or alternatively please email at {
MERGEFIELD CALCULATION_FEE_EARNER_EMAIL }.

We hope you will be able to help and look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }