

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 TK\_MAGCRT\_INIT TK\_MAG CRT name }**

I am writing following our recent meeting. Thank you for agreeing to be a witness in the case.

I have prepared a written statement for you which sets out what you told me. I am enclosing a copy. Please could you read it through carefully; if you agree that it is correct, please sign each page at the foot and return it to me as soon as possible in the prepaid envelope provided.

If any small amendments are needed, please write these in pen and initial them.

If you think I need to add or amend anything which is important, please let me know and I will make the change and issue a new version.

Please contact me if you have any questions.

Best Wishes

Yours sincerely

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