

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 decided that it needed a Report from the Probation Service before it passed
sentence upon you. Your case was therefore adjourned until [] for that to be done. You were
remanded in custody as before. We will represent you again on that occasion.

In the meantime you will be seen by the Probation Service who will prepare a Report for the
Judge who sentences you. This can make a big difference to the sentence you receive so it
is important for you to cooperate with the Probation Service.

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 }