

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: Crown Court: { MERGEFIELD TK_MAGCRT_ALL_TK_CRWN CRT_name }
Next Date: { MERGEFIELD TK_CRWNCRT_GP_TK_CRWN_PSR_DT }

I am writing to confirm the outcome of your appearance in { MERGEFIELD
TK_MAGCRT_ALL_TK_CRWN CRT_name } on { MERGEFIELD
TK_CRWNCRT_GP_TK_CRWN_PSR_TM }.

I spoke to you about the charge and the evidence in the case. I advised you that [free text].
You instructed me that you would plead guilty to the charge and when the case was called
into Court that is what you did. I then presented your mitigation to 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 { MERGEFIELD
TK_CRWNCRT_GP_TK_CRWN_PSR_DT } for that to be done. Please arrive at Court by
9.30 on that day.

You were released on bail which was { MERGEFIELD
TK_BAIL_STATUS_TK_BAIL_STATUS }

In the meantime you will be sent an appointment to see 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 hope that all the above is clear but if you have any queries please do not hesitate to contact
me or one of my colleagues.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }