

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: Magistrates Court: { MERGEFIELD TK_MAGCRT_INIT TK_MAG CRT_name }
Next Date: { MERGEFIELD TK_MAGCRT_G TK_PSR_DT } at { MERGEFIELD
TK_MAGCRT_G TK_PSR_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 faced 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 }.

I spoke to you about the charge and the evidence I had seen. 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_MAGCRT_G TK_PSR_DT } at { MERGEFIELD TK_MAGCRT_G TK_PSR_TM } for
that to be done. Please make sure you are at Court by 9.30 on that date.

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 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
me or one of my colleagues.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }