

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 }**

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 [43 Bristol] Magistrates Court 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 passed the following sentence upon you – { MERGEFIELD  
TK\_MAGCRT\_SEN\_TK\_MAGCRT\_SENT }.

I enclose our Sentence Information Sheet which gives you more information I hope you find  
helpful.

I would regard the sentence as a reasonable one in the circumstances and could not advise  
that you have grounds to appeal. Nevertheless if you want to consider an appeal please let  
me know.

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 }**