

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_NGP TK_MAG_TRL_DT } at {
MERGEFIELD TK_MAGCRT_NGP TK_MAGTRL_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 wished to plead not guilty to the charge and when the case was
called into Court that is what you did.

Your case was listed for a trial to take place on { MERGEFIELD
TK_MAGCRT_NGP TK_MAG_TRL_DT } at { MERGEFIELD
TK_MAGCRT_NGP TK_MAGTRL_TM } when you need to attend. Please make sure you
are at Court no later than 9.30 am on that date.

You were released on bail which was { MERGEFIELD
TK_BAIL_STATUS TK_BAIL_STATUS }.

We will now allocate a Solicitor from our Magistrates Court team to prepare your case and they will make contact with you to ensure that we have all the information we need from you and that you are fully advised about the trial and what will happen there.

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, and also some information about your obligations in respect of bail.

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 }