

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 }  
New 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 }. 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.

You were remanded in custody because { MERGEFIELD TK\_BAIL\_STATUS\_TK\_REFUS\_BAIL }. If you would like us to make a further bail application to a Judge at the Crown Court please let us 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 }**