

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: { MERGEFIELD TK_POL_STN_INIT TK_POL_STATION name }

I am writing to confirm the outcome of your attendance at { MERGEFIELD
TK_POL_STN_INIT_TK_POL_STATION_name } on { MERGEFIELD
TK_POL_STN_INIT_TK_ARREST_DT } when I represented you. You were being
interviewed in connection with an allegation of { MERGEFIELD
MATTER_MATTER_DESCRIPTION }.

I received a briefing from the police officer before the interview and I discussed that with you.
You told me that [free text]. I advised you that [free text]. You decided that you would {
MERGEFIELD TK_POL_STN_ATT_TK_INTVW_OUTCM }.

Following your interview, the police decided that they intended to deal with the matter by
administering a [caution/reprimand - { MERGEFIELD
TK_POL_STN_OUT_TK_PS_OUTCOME }] which you agreed to. This is not a criminal
conviction but does form part of your record.

I am enclosing copy of our Terms of Business. This contains information which I am obliged
to send to you. The cost of your representation at the police station itself is covered by the
police station legal aid scheme - our Terms of Business document has further details.

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 in the office. We are pleased to have assisted you in securing
this outcome.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }