

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: Crown Court: { MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWN CRT\_name }  
Crown Court Date: { MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_DT }  
at { MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_TM }**

I am writing to tell you that your file has been passed to me as I am a member of the firm's Crown Court team. I will be undertaking the preparation in your case.

{ IF { MERGEFIELD TK\_CRWNCRT\_INIT\_TK\_CNSEL\_CHBRS } = "HCA In House" " I am also a Higher Court Advocate so I will be representing you in Court." "{ IF { MERGEFIELD TK\_CRWNCRT\_INIT\_TK\_CNSEL\_CHBRS } = "Counsel" " I will be briefing a barrister to represent you in the Crown Court." "" }" }

Your first hearing in the Crown Court is on { MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_DT }. You will be expected to indicate what your plea is going to be on that date. Accordingly, I have made an appointment to see you at the office to discuss the case on { ASK appdate "Appointment Date?" \d " " } { appdate } at { ASK apptime "Appointment Time?" \d " " } { apptime } am/pm. I look forward to seeing you then. If the date is inconvenient please let me know so that I can rearrange.

If you have any queries please feel free to contact me.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }