

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 TK\_WIT\_3AND4\_DT\_TK\_WIT4\_TTL } { MERGEFIELD  
TK\_WIT\_3AND4\_DT\_TK\_WIT4\_FRNM } { MERGEFIELD  
TK\_WIT\_3AND4\_DT\_TK\_WIT4\_SRNM }  
{ MERGEFIELD TK\_WIT\_3AND4\_DT\_TK\_WIT4\_ADD }

Dear { MERGEFIELD TK\_WIT\_3AND4\_DT\_TK\_WIT4\_TTL } { MERGEFIELD  
TK\_WIT\_3AND4\_DT\_TK\_WIT4\_SRNM },

**Re: { MERGEFIELD LINKNAME TITLE 1 } { MERGEFIELD  
LINKNAME FORENAME 1 } { MERGEFIELD LINKNAME SURNAME 1 } / {  
IF { MERGEFIELD TK OFFENCE DET TK NO OF OFENCS } = 1 " {  
MERGEFIELD TK OFFENCE DET TK OFF1 DATE } " " { IF {  
MERGEFIELD TK OFFENCE DET TK NO OF OFENCS } = 1 " {  
MERGEFIELD TK OFFENCE DET TK OFF1 DATE } and { MERGEFIELD  
TK OFFENCE DET TK OFF2 DATE } " " { IF { MERGEFIELD  
TK OFFENCE DET TK NO OF OFENCS } = 3 " { MERGEFIELD  
TK OFFENCE DET TK OFF1 DATE } and { MERGEFIELD  
TK OFFENCE DET TK OFF2 DATE } and { MERGEFIELD  
TK OFFENCE DET TK OFF3 DATE } " " { IF { MERGEFIELD  
TK OFFENCE DET TK NO OF OFENCS } = 4 " { MERGEFIELD  
TK OFFENCE DET TK OFF1 DATE } and { MERGEFIELD  
TK OFFENCE DET TK OFF2 DATE } and { MERGEFIELD  
TK OFFENCE DET TK OFF3 DATE } and { MERGEFIELD  
TK OFFENCE DET TK OFF4 DATE } " "" } " } " } / { MERGEFIELD  
TK MAGCRT INIT TK MAG CRT name }**

We represent { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 } in connection with { IF { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_NO\_OF\_OFENCS } = 1 " { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_1 } " " { IF { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_NO\_OF\_OFENCS } = 2 " { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_1 } and { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_2 } " " { IF { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_NO\_OF\_OFENCS } = 3 " { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_1 }, { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_2 } and { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_3 } " " { IF { MERGEFIELD

TK\_OFFENCE\_DET\_TK\_NO\_OF\_OFENCS } = 4 "{ MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_1 }, { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_2 }, { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_3 } and { MERGEFIELD  
TK\_OFFENCE\_DET\_TK\_OFFENCE\_4 }" "" }" }" }" }. We understand that you may have  
information which could assist in clarifying some of the facts of the case. We would very  
much like to speak to you to explore this further.

Could you please contact us as soon as possible to discuss this? Initially we would hope to  
speak to you on the telephone and we can then assess whether or not we may need to  
arrange a meeting. If a meeting is necessary, we will try to hold this at a time which is  
convenient to you.

If calling to the office, please asked to speak to { MERGEFIELD  
CALCULATION\_FEE\_EARNER\_DESCRIPTION } or alternatively please email at {  
MERGEFIELD CALCULATION\_FEE\_EARNER\_EMAIL }.

We hope you will be able to help and look forward to hearing from you.

Yours faithfully

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