

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD RTA_2_2_3_4_RT_A_INSURERNAME }
{ MERGEFIELD RTA_COURT_RT_A_INSADD_address }

Dear Sirs

**Re: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD
LINKNAME SURNAME 1 } v { IF { MERGEFIELD
RTA_2_2_3_2_RT_A_COMPANYNAME }= "" "{ MERGEFIELD
RTA_2_2_3_1_RT_A_NAME \f" " } { MERGEFIELD
RTA_2_2_3_1_RT_A_MIDDLENAME \f" " } { MERGEFIELD
RTA_2_2_3_1_RT_A_SURNAME }" "{ MERGEFIELD
RTA_2_2_3_2_RT_A_COMPANYNAME }" }**
{ IF { MERGEFIELD RTA_COURT_FW_CASE_NO } <> "" " Case No: {
MERGEFIELD RTA_COURT_FW_CASE_NO }" "" }
Road Traffic Accident Claim

Please find enclosed copy Letter of Claim sent to the Defendant.

We should be grateful if you would please acknowledge receipt of this letter as soon as possible, and provide your response within three months of the date of this letter.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }