{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

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_RTA_INSURERNAME **}**
{ MERGEFIELD RTA_COURT_RTA_INSADD_address **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } v { IF { MERGEFIELD RTA_2_2_3_2_RTA_COMPANYNAME }= "" "{ MERGEFIELD RTA_2_2_3_1_RTA_NAME \f" "} { MERGEFIELD RTA_2_2_3_1_RTA_MIDDLENAME \f" "} { MERGEFIELD RTA_2_2_3_1_RTA_SURNAME }" "{ MERGEFIELD RTA_2_2_3_2_RTA_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 }