

{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\_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 } { MERGEFIELD RTA\_2\_2\_3\_1\_RT\_A\_MIDDLENAME } { 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**

We wish to propose the following experts:

(list experts)

We should be grateful if you would confirm your approval as soon as possible to enable us to prepare the Letter(s) of Instruction.

We look forward to hearing from you.

Yours faithfully

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