

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

25 March 2022

Dear

Letter of Claim

Our «LINKNAME_TITLE_1» «LINKNAME_FORENAME_1»
Client: «CLI1_ADD_INFO_FW_CLI1_MNAME» «LINKNAME_SURNAME_1»
Address: «CALCULATION_ADDRESS»
DOB: «CLI1_ADD_INFO_FW_CLI1_DOB»
NHS «FW_CN_CLI_INFO_FW_CN_NHS_NUM»
Number:

We have been instructed to act on behalf of «LINKNAME_TITLE_1» «LINKNAME_FORENAME_1» «CLI1_ADD_INFO_FW_CLI1_MNAME» «LINKNAME_SURNAME_1» in relation to treatment carried out/care provided at «FW_CN_DEF1_FW_CN_D1_HOS_TC» by on «FW_CN_DEF1_FW_CN_D1_NEG_DT» «FW_CN_DEF1_FW_CN_D1_NEG_DT». Please let us know if you do not believe that you are the appropriate defendant or if you are aware of any other potential defendants.

Dates of allegedly negligent treatment

[Include chronology based on medical records.]

Events giving rise to the claim:

[An outline of what happened, including details of other relevant treatments to the client by other healthcare providers.]

Allegation of negligence and causal link with injuries:

- [an outline of the allegations or a more detailed list in a complex case;
- an outline of the causal link between allegations and the injuries complained of;
- A copy of any supportive expert evidence (optional).]

The Client's injuries, condition and future prognosis

- [A copy of any supportive expert report (optional);

- Suggestions for rehabilitation;
- The discipline of any expert evidence obtained or proposed.]

Clinical records (if not previously provided)

We enclose an index of all the relevant records that we hold. We shall be happy to provide copies of these on payment of our photocopying charges.

We enclose a request for copies of the following records which we believe that you hold. We confirm that we shall be responsible for your reasonable copying charges. Failure to provide these records may result in costs sanctions if proceedings are issued.

The likely value of the claim

- an outline of the main heads of damage, or, in straightforward cases, the details of loss;
- suggestions for ADR.

Funding

We enclose a further copy of this letter for you to pass to your insurer. We look forward to receiving an acknowledgment of this letter within 14 days and your Letter of Response within 4 months of the date on which this letter was received. We calculate the date for receipt of your Letter of Response to be «fsm_TodayPlus4Months» «fsm_TodayPlus4Months».

Recoverable Benefits

The claimant's National Insurance Number will be sent to you in a separate envelope.

We look forward to hearing from you.

Yours Sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»