

Our Ref: «MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

24 March 2022

Dear

**Re: «MATTER MATTER DESCRIPTION»**

I am writing further to your potential claim and as we have now resolved how the matter will be funded, I have enclosed with this letter what is known as a 'client care' letter, which sets out how work will be carried out on your file. Please keep this letter safe for future reference.

I have also enclosed with this letter some forms of authority for you to complete to obtain your medical records. Please check the details on the forms before signing them and returning them to me. Once I have received the forms I will then apply for copies of your medical records.

I look forward to hearing from you soon.

Yours sincerely

**«CALCULATION\_FEE\_EARNER\_DESCRIPTION»  
«PRACTICEINFO\_PRACTICE\_NAME»**