

{INCLUDETEXT "C:\\Users\\adamb\\AppData\\Local\\OspreyDocuments\\header.doc"}

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{  
MERGEFIELD matter\_no }

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

{ MERGEFIELD "FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_title" } { MERGEFIELD  
"FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_forename" } { MERGEFIELD  
"FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_surname" }  
{ IF { MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_compname } = "" "{  
MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_address }" "{  
MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_compaddress }" }

Dear { MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_title } {  
MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME1\_CON\_surname }

**Re: Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }  
**Address:** { MERGEFIELD CLIENT\_HOUSE }, { MERGEFIELD  
"CLIENT\_POSTAL\_TOWN" }, { MERGEFIELD  
"CLIENT\_POSTCODE" }  
**Date of Birth:** { MERGEFIELD CLI1\_ADD\_INFO\_FW\_CLI1\_DOB  
\@"d"\*Ordinal } { MERGEFIELD  
CLI1\_ADD\_INFO\_FW\_CLI1\_DOB \@ "MMMM yyyy" }

You will no doubt recall having prepared a Medical Report dated { ASK redate "Enter the date of the report." } { REF redate \@ "d MMMM yyyy" \\* MERGEFORMAT } on the injuries sustained by our above-named client.

We have now reached the stage where the case is finally ready to be set down for Trial. At this stage the Defendants' Solicitors have not formally agreed your Report. It may be that they will do so, but we must assume that they will not at this stage.

Would you please provide us with the following:

1. A list of all of the dates that must be avoided if you are to attend Court to give oral evidence;
2. Your charges for attending Court, taking into account that the Trial will take place at { MERGEFIELD FW\_CN\_COURT\_FW\_CN\_COURT\_name };
3. Your cancellation charges for late notification that you are no longer required to attend Court.

We are obliged to supply the Court with these details by { ASK courtdate "Enter the date by which dates to Court must be supplied." } { REF courtdate \@ "d MMMM yyyy" \\* MERGEFORMAT }, and we would therefore be grateful to receive your reply as soon as possible.

Yours Sincerely

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