

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

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

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

{ MERGEFIELD FW\_CN\_COURT\_FW\_CN\_COURT\_name }  
{ MERGEFIELD FW\_CN\_COURT\_FW\_CN\_COURT\_address }

Dear Sirs

**Re:** { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 } v { IF { MERGEFIELD  
FW\_CN\_DEF1\_FW\_CN\_D1\_TRUST\_name } <> "" "{ MERGEFIELD  
FW\_CN\_DEF1\_FW\_CN\_D1\_TRUST\_name }" "{ MERGEFIELD  
"FW\_CN\_DEF1\_FW\_CN\_D1\_FNAME" } { MERGEFIELD  
"FW\_CN\_DEF1\_FW\_CN\_D1\_SNAME" }" }  
**Court:** { MERGEFIELD FW\_CN\_COURT\_FW\_CN\_COURT\_name }

We are instructed by the above named Claimant and now enclose, for your kind attention,  
the following:

1. Claim Form for filing together with two copies for sealing and return (one for service  
and one for our file);
2. Particulars of Claim for filing together with copy for service;
3. Medical evidence for filing together with copy for service;

Schedule of Expenses and Losses for filing together with copy for service;{ IF {  
MERGEFIELD FW\_CN\_CLI\_INFO\_FW\_CN\_TYPE\_FUN } = "CFA" "

Notice of Funding together with copy for service;" "" }{ IF { MERGEFIELD  
FW\_CN\_CLI\_INFO\_FW\_CN\_TYPE\_FUN } = "BTE Insurance" "

Notice of Funding together with copy for service;" "" }{ IF { MERGEFIELD  
FW\_CN\_CLI\_INFO\_FW\_CN\_CLI\_LIT } = "Yes" "

Certificate of suitability of litigation friend;" "" }{ IF { MERGEFIELD  
FW\_CN\_CLI\_INFO\_FW\_CN\_CLI\_LIT } = "Yes" "

Cheque for the court fee of £\*" "

Cheque for the court fee of £\*" }

**[ We should like to effect service of the claim form upon the Defendant ourselves and,  
accordingly, shall be grateful if you would return to us, after issue, the claim form  
duly sealed together with all copy papers intended for service and a response pack. ]**

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Our present valuation of the claim is that damages will exceed £\* but will not exceed £\* . However, the enclosed cheque is tendered on the basis that we reserve the right, on payment of a further fee if so requested, to amend the value of the claim to whatever level may be appropriate.

No issue arises immediately under the Human Rights Act 1998 and we have completed the claim form accordingly. Of course, our client reserves the right to rely on the Act if necessary at a later stage.

We also look forward to receiving the sealed copy claim form for our file.

Yours Faithfully

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