

{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: { MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2SOLREF }

{ SET LETTER { DATE \@ "d MMMM yyyy" \\* MERGEFORMAT }}{ref LETTER \@ "d MMMM  
yyyy" }

{ MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2SOL\_name }  
{ MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2SOL\_address }

Dear Sirs

**Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD  
"LINKNAME\_SURNAME\_1" }

**Your Client:** { IF { MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2CONAME } = "" "{  
MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2FORENAME } {  
MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2SURNAME }" "{  
MERGEFIELD TK\_PIDEF2DETAIL\_tkDEF2CONAME }"  
}

**Accident** { MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"d"\\*Ordinal } {  
**Date:** MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"MMMM yyyy" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }

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