

{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:

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

{ IF { MERGEFIELD TK\_PICLIENTINFO\_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD  
TK\_PICLIENTINFO\_TK\_LITFRNDTITLE } { MERGEFIELD  
TK\_PICLIENTINFO\_TK\_LITFRNDFORE } { MERGEFIELD  
TK\_PICLIENTINFO\_TK\_LITFRNDSURN }  
{ MERGEFIELD TK\_PICLIENTINFO\_TK\_LITFRNDADDR }" "{ MERGEFIELD  
LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }  
{ MERGEFIELD CALCULATION\_ADDRESS }" }

Dear { IF { MERGEFIELD TK\_PICLIENTINFO\_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD  
TK\_PICLIENTINFO\_TK\_LITFRNDTITLE } { MERGEFIELD  
TK\_PICLIENTINFO\_TK\_LITFRNDSURN }" "{ IF { MERGEFIELD  
TK\_PICLIENTINFO\_tk\_SALUTATION } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ MERGEFIELD  
TK\_PICLIENTINFO\_tk\_SALUTATION }" }" }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

I enclose a copy statement I have prepared from your instructions. Please read it carefully. Occasionally there can be errors of fact or of emphasis in statements and obviously it is for you to confirm the facts are correct. Please write to me with your observations or if there are any points which cause concern. It is important that you should approve the statement for the following reasons:

If your case goes to court the statement will form the basis of your evidence, the statement will have been disclosed to our opponent. You will not be allowed to substantially depart from your statement when you give evidence. Any adverse comments or mistakes in the statement will therefore bind you.

If you write to me pointing out a mistake in the report it is always helpful to me if you can refer to the specific paragraph in the statement which contains the mistake so that I can quickly find the point you are making. Please retain the enclosed statement for your own records and refer to it before speak to anyone regarding the case or when the case finally goes to trial. Do not let anyone else see your statement.

Please do not hesitate to contact me should you have any questions or queries.

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LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

Yours sincerely

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