{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 }" }" }

**<u>Re:   { MERGEFIELD MATTER_MATTER_DESCRIPTION }</u>**

I enclose a copy of the 'Draft Letter of Claim' in your case. This is a very important document as it forms the basis of your case. It is therefore important that you read, understand and agree with the letter and its contents.  We consider the letter fully puts over your case.

Please let me have your instructions. If you wish to telephone me please be ready to give your full reference above and if I am not available please be ready to leave a detailed message with any of my colleagues all of whom will be happy to take the message. If they are able to deal with the matter they will do so, if not they will refer the matter to me and I will contact you.

I confirm that this letter will not be sent to the other side until I have your instructions that you are happy with the contents of the letter. It will then be sent formally to the other side. They must then pass it onto their insurers or solicitors and acknowledge the letter within 21 days.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**

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**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }**