

{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 have now received a Medical Report following your recent appointment with { IF {
MERGEFIELD TK_PIINJMEDDETS_TKMED_EXP_INSTR } = "Expert 1" "{ MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT1_title" } { MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT1_forename" } { MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT1_surname" }" "{ IF { MERGEFIELD
TK_PIINJMEDDETS_TKMED_EXP_INSTR } = "Expert 2" "{ MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT2_title" } { MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT2_forename" } { MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT2_surname" }" "{ IF { MERGEFIELD
TK_PIINJMEDDETS_TKMED_EXP_INSTR } = "Expert 3" "{ MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT3_title" } { MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT3_forename" } { MERGEFIELD
"TK_PIINJMEDDETS_tkMEDEXPERT3_surname" }" "" }" }" }, and enclose a copy of the report
for your consideration.

Please read it carefully as occasionally there can be errors of fact or of emphasis in reports and
it is important that you should approve the report because if your case goes to court you cannot
call a doctor to give evidence unless his/her report has been disclosed to your opponent. The
doctor cannot substantially depart from his/her report when s/he gives evidence. You will

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therefore be bound by any adverse comments or mistakes in the report.

If there are any errors in the report, please can you write to me pointing out a mistake in the report. This is preferable rather than taking instructions over the telephone as the expert will need to see your comments in writing before he can amend the report. It is always helpful to me if you can refer to the specific paragraph in the report which contains the mistake so that I can quickly find the point you are making.

If there are no amendments, I would be grateful if you could confirm again in writing that you are in agreement with the report either by email or by post.

I look forward to hearing from you in the near future.

Yours sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**