

{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 }

Please find enclosed herewith the trial bundle for your case, a copy of which has been forwarded to both the Court and Counsel.

Should you require any further information with regard to the trial bundle or the trial, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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