

{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 write to update you on the progress with your claim.

Thank you for returning the Client Agreement Form confirming that you are happy with the medical evidence, Schedule of Loss and valuation together with our settlement offer advice.

I confirm the formal offer with supporting medical evidence and Schedule of Loss have now been sent to the defendant insurers.

They now have 28 days in which to respond to us and I will advise you within your regular monthly update once I have received their response.

Yours sincerely

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

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