

{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Claim No: { MERGEFIELD TK_PICOURTDETS_tkCLAIMNO }

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

{ MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_name }
{ MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_address }

Dear Sirs

{ MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD LINKNAME_SURNAME_1 }
-v- { IF { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1CONAME } = "" "{ MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1FORENAME } { MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1SURNAME }" "{ MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1CONAME }" }
Claim No: { MERGEFIELD TK_PICOURTDETS_tkCLAIMNO }

We are instructed by the above named Claimant and now enclose, for your kind attention, the
following:

- (1) Claim Form for filing together with two copies for sealing and return (one for service and
one for our file);
- (2) Particulars of Claim for filing together with copy for service;
- (3) Medical evidence for filing together with copy for service;
- (4) Schedule of Expenses and Losses for filing together with copy for service;
- (5) Notice of Funding together with copy for service;

{ IF { MERGEFIELD TK_PICLIENTINFO_tkCLIENTMINOR } = "Yes" "(6) Certificate of
suitability of litigation friend;

" "" } { IF { MERGEFIELD TK_PICLIENTINFO_tkCLIENTMINOR } = "Yes" "(7) " "(6) " }Cheque
for the court fee of £* .

**[We should like to effect service of the claim form upon the Defendant ourselves and,
accordingly, shall be grateful if you would return to us, after issue, the claim form duly
sealed together with all copy papers intended for service and a response pack.]**

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Our present valuation of the claim is that damages will exceed £* but will not exceed £* .
However, the enclosed cheque is tendered on the basis that we reserve the right, on payment of a further fee if so requested, to amend the value of the claim to whatever level may be appropriate.

No issue arises immediately under the Human Rights Act 1998 and we have completed the claim form accordingly. Of course, our client reserves the right to rely on the Act if necessary at a later stage.

We also look forward to receiving the sealed copy claim form for our file.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }