

{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: { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2INSREF }

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

{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2INSURER_name }
{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2INSURER_address }

Dear Sirs

Our Client: { MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD
LINKNAME_INITIALS_1 } { MERGEFIELD
LINKNAME_SURNAME_1 }
Your Insured: { IF { MERGEFIELD
TK_PIDEF2DETAIL_tkDEF2CONAME } = "" "" {
MERGEFIELD TK_PIDEF2DETAIL_tkDEF2FORENAME }
{ MERGEFIELD client_no } "" { MERGEFIELD
TK_PIDEF2DETAIL_tkDEF2CONAME } }
Your Policy No: { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2INSPOLNO
}
Accident Date: { MERGEFIELD
TK_ACCDETS_tkACCDATE \@ "d" *Ordinal } {
MERGEFIELD TK_ACCDETS_tkACCDATE \@ "MMMM
yyyy" }

Further to previous correspondence, we write to advise that we have today sent the appropriate Court papers direct to your Insured.

Please accept this letter as notice of our intention to apply to the Court for default judgment unless the Acknowledgment of Service and/or Defence are filed within the appropriate timescales. Initially this means that unless we reach agreement granting a suitable extension of time for the Defence, either the Acknowledgment or Defence must be at Court by { MERGEFIELD TK_PICOURTDETS_TKACK_SERV_DUE \@ "d" *Ordinal } { MERGEFIELD TK_PICOURTDETS_TKACK_SERV_DUE \@ "MMMM yyyy" }

Finally, if under your Insured's policy any further information should be supplied to you at this stage, please let us know without delay. If we do not hear from you with any such request, we shall assume that the terms of the policy have been complied with for the purposes, if necessary, of the Third Parties (Rights Against Insurers) Act 1930.

Yours faithfully

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }