

{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_PIDEF1DETAIL_tkDEF1INSREF }

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

{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSURER_name }
{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSURER_address }

Dear Sirs

Our Client: { MERGEFIELD "LINKNAME_FORENAME_1" } {
MERGEFIELD LINKNAME_SURNAME_1 }
Your Insured: { IF { MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1CONAME } = "" "" {
MERGEFIELD TK_PIDEF1DETAIL_tkDEF1FORENAME }
{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1SURNAME
}"" "" { MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1CONAME }"}
Your Policy No: { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSPOLNO
}
Accident Date: { MERGEFIELD
TK_ACCDETS_tkACCDATE\@"d"*Ordinal } {
MERGEFIELD TK_ACCDETS_tkACCDATE@"MMMM
yyyy" }

We give notice that we have today sent the Claim Form and supporting papers to {
MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_name } for proceedings to be issued.{ IF {
MERGEFIELD TK_ACCDETS_tkACCTYPE } = "RTA" "

Please treat this letter as the relevant notification of commencement of proceedings against the
above Defendant under section 152 of the Road Traffic Act 1988." "" }

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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