

{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 enclose a copy of the letter of claim we have today sent to your insured.

We should be grateful if you would acknowledge safe receipt of this letter, confirming your interest and reference by return.

{ IF { MERGEFIELD TK_PICLIENTINFO_tkTYPEFUNDING } = "CFA" "We also take this opportunity to inform you that we are assisting our client under the terms of a Conditional Fee Agreement." "" { IF { MERGEFIELD TK_PICLIINSDETS_TK_BTEATEINS } = "ATE" "We also take this opportunity to inform you that we are assisting our client under the terms of a Conditional Fee Agreement. Please also note our client has obtained after the event legal expense insurance. If you are aware or have any knowledge of any before the event legal expense insurance scheme available to our client then kindly notify us of the same within 14 days." "" } } }

Yours faithfully

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }