

{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 refer to your letter dated { IF { MERGEFIELD TK\_PIVALUE\_TK\_TOPUP\_DT\_PD } = "" "" {  
MERGEFIELD "TK\_PIVALUE\_TK\_PT36\_DT\_PD" }"" { MERGEFIELD  
TK\_PIVALUE\_TK\_TOPUP\_DT\_PD }" } and note your offer on behalf of the proposed  
defendant(s).

We confirm that our client is prepared to accept the sum of { IF { MERGEFIELD  
TK\_PIVALUE\_TK\_TOPUP\_AMT } = "" "" £{ MERGEFIELD "TK\_PIVALUE\_TK\_PT36\_AMT\_D" }"  
"£{ MERGEFIELD "TK\_PIVALUE\_TK\_TOPUP\_AMT" }" }.

We ask for our costs on a fixed basis, pursuant to CPR Part 45 as follows:

1. £800 + £
2. Success Fee at 12.5 % =
3. TOTAL
4. VAT
5. Total Cost of Medical Report = £
6. Total Cost of GP & Medical Records = £

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7. Total Cost of Other Disbursement e.g. Police Report = £
8. ATE Insurance Premium = £

We look forward to hearing from you within 7 days, failing which we will commence Part 8 proceedings for the full amount due and costs associated with any additional work.

Yours faithfully

**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**