

{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" }

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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