{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_tkDEF2IINSREF }

{ 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 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

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }