

{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" }

**WITHOUT PREJUDICE  
FORMAL OFFER TO SETTLE**

We enclose herewith a copy of the medical evidence, a Schedule of Loss with supporting documentation where available and a Part 36 offer for your attention.

Please respond within the allocated time frame to allow us to proceed with the case accordingly, failing which our file of papers will be forwarded to Counsel to draft Particulars of Claim in preparation for the commencement of proceedings. Should the matter settle in the interim, we shall seek to recover Counsel's fee from you when the issue of costs arises.

Yours faithfully

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

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Enc.