

{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:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" *
MERGEFORMAT }

{ IF { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2CONAME } = "" "{ MERGEFIELD
TK_PIDEF2DETAIL_tkDEF2TITLE } { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2FORENAME
} { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2SURNAME }" "{ MERGEFIELD
TK_PIDEF2DETAIL_tkDEF2CONAME }"
{ MERGEFIELD TK_PIDEF2DETAIL_tkDEF2ADDRESS }

Dear { IF { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2CONAME } = "" "{ MERGEFIELD
TK_PIDEF2DETAIL_tkDEF2TITLE } { MERGEFIELD TK_PIDEF2DETAIL_tkDEF2SURNAME
}" "Sir or Madam"}

Our Client: { MERGEFIELD LINKNAME_FORENAME_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }
Accident Date: { MERGEFIELD
TK_ACCDETS_tkACCDATE \@ "d" *Ordinal } {
MERGEFIELD TK_ACCDETS_tkACCDATE \@ "MMMM
yyyy" }
Accident Location: { MERGEFIELD TK_ACCDETS_tkACCLCATION }

We have been in correspondence with the relevant insurers, { MERGEFIELD
"TK_PIDEF2DETAIL_tkDEF2INSURER_name" } of:
{ MERGEFIELD "TK_PIDEF2DETAIL_tkDEF2INSURER_address" } (under reference {
MERGEFIELD "TK_PIDEF2DETAIL_tkDEF2IINSREF" }), to whom you may care to refer these
papers straight away.

We would be grateful if your insurers or their solicitors would acknowledge safe receipt.

Yours faithfully

{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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