

{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_PICLIINSDETS_tkLEXPINSREF }

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

{ MERGEFIELD TK_PICLIINSDETS_tkLEXPINSURE_name }
{ MERGEFIELD TK_PICLIINSDETS_tkLEXPINSURE_address }

Dear Sirs

Our Client: { MERGEFIELD "LINKNAME_FORENAME_1" } {
MERGEFIELD LINKNAME_SURNAME_1 }
Address: { MERGEFIELD "CALCULATION_ADDRESS" }
Date of Accident: { MERGEFIELD
TK_ACCDETS_tkACCDATE\@"d"*Ordinal } {
MERGEFIELD TK_ACCDETS_tkACCDATE\@"MMMM
yyyy" }

Thank you for your instruction letter dated { ASK LEI "Enter date of LEI instructions" \d " " }{
REF LEI }.

We write to confirm our acceptance of this matter and advise you that we have made immediate
contact with our mutual client as requested.

We will be updating the client on a monthly basis, and will update you at important stages of the
case or within 4-6 months.

Please make a note of our reference number. Should you wish to contact the fee earner,
please contact { MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" } on {
MERGEFIELD "CALCULATION_FEE_EARNER_PHONE" } or via email { MERGEFIELD
"CALCULATION_FEE_EARNER_EMAIL" }.

We will be in touch shortly.

Yours faithfully

{ MERGEFIELD "PRACTICEINFO_PRACTICE_NAME" }

{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE
LTD\\Documents\\OspreyOfficeGateway\\footer.doc"}

