

{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 }

{ MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT2\_title" } { MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT2\_initials" } { MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT2\_surname" }  
{ MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT2\_address" }

Dear { MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT2\_title" } { MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT2\_surname" }

**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" }  
**Date of Birth:** { MERGEFIELD TK\_PICLIENTINFO\_tkCL\_DOB }

You will no doubt recall having prepared a Medical Report dated { ASK redate "Enter the date of the report"}{ REF redate \@ "d"\*Ordinal \\* MERGEFORMAT } { REF redate \@ "MMMM yyyy" \\* MERGEFORMAT } on the injuries sustained by our above-named client

We have now received Notice that the Trial has been listed to take place at { MERGEFIELD TK\_PICOURTDETS\_tkCIVILCRT\_name } on { MERGEFIELD TK\_PICOURTDETS\_tkTRIALDATE \@ "d"\*ordinal } { MERGEFIELD TK\_PICOURTDETS\_tkTRIALDATE \@ "MMMM yyyy" }.

I would be obliged if you would kindly note this date in your diary, and I would be grateful if you would keep all of the day free for the time being. I will contact you nearer the hearing to let you know exactly when you will be required. Of course if the case settles before Trial I will let you know immediately.

I look forward to receiving confirmation that you are able to attend Court on this date.

Yours sincerely

{ MERGEFIELD "CALCULATION\_FEE\_EARNER\_DESCRIPTION" }  
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**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**