

{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\_tkMEDEXPERT3\_title" } { MERGEFIELD  
"TK\_PIINJMEDDETS\_tkMEDEXPERT3\_initials" } { MERGEFIELD  
"TK\_PIINJMEDDETS\_tkMEDEXPERT3\_surname" }  
{ MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT3\_address" }

Dear { MERGEFIELD "TK\_PIINJMEDDETS\_tkMEDEXPERT3\_title" } { MERGEFIELD  
"TK\_PIINJMEDDETS\_tkMEDEXPERT3\_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 repdate "Enter the date  
of the report." } { REF repdate \@ "d"\\*Ordinal \\* MERGEFORMAT } { REF repdate \@ "MMMM  
yyyy" } on the injuries sustained by our above-named client.

We have now reached the stage where the case is finally ready to be set down for Trial. At this  
stage the Defendants' Solicitors have not formally agreed your Report. It may be that they will  
do so, but we must assume that they will not at this stage.

Would you please provide us with the following:

1. A list of all of the dates that must be avoided if you are to attend Court to give oral  
evidence;
2. Your charges for attending Court, taking into account that the Trial will take place at {  
MERGEFIELD TK\_PICOURTDETS\_tkCIVILCRT\_name };
3. Your cancellation charges for late notification that you are no longer required to attend  
Court.

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We are obliged to supply the Court with these details by { ASK courtdetdate "Enter the date by which dates to Court must be supplied."}{ REF courtdetdate \@ "d" \\*Ordinal } { REF courtdetdate \@ "MMMM yyyy" }, and we would therefore be grateful to receive your reply as soon as possible.

Yours sincerely

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