

{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\_PIWITDETS1\_tkWIT2TITLE" } { MERGEFIELD  
"TK\_PIWITDETS1\_tkWIT2FORENAME" } { MERGEFIELD  
"TK\_PIWITDETS1\_tkWIT2SURNAME"  
}{ MERGEFIELD "TK\_PIWITDETS1\_tkWIT2ADDRESS" }

Dear { MERGEFIELD "TK\_PIWITDETS1\_tkWIT2TITLE" } { MERGEFIELD  
"TK\_PIWITDETS1\_tkWIT2SURNAME"  
}

**Accident Date:** { MERGEFIELD  
TK\_ACCDETS\_tkACCDATE\@"d"\*Ordinal } {  
MERGEFIELD TK\_ACCDETS\_tkACCDATE\@"MMMM  
yyyy }  
**Location:** { MERGEFIELD TK\_ACCDETS\_tkACCLCATION }  
**Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } {  
MERGEFIELD "LINKNAME\_SURNAME\_1" }

Your name has been given as a witness to an accident and we should be most grateful if you would kindly complete this form and return it to us as quickly as possible using the enclosed stamped addressed envelope.

If you wish to telephone me please be ready to give your full reference above and if I am not available please be ready to leave a detailed message with one of my colleagues all of whom will be happy to take the message. If they are able to deal with the matter they will do so, if not they will refer the matter to me and I will contact you.

Thank you for your help.

Yours sincerely

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

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