

{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" }

We refer to the above named case and can advise that the Court has now fixed a trial date for {
MERGEFIELD TK_PICOURTDETS_tkTRIALDATE \@ "d"*ordinal } { MERGEFIELD
TK_PICOURTDETS_tkTRIALDATE \@ "MMMM yyyy" }.

I would be obliged if you would kindly contact me prior to this date in order to discuss your role
at the trial.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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

