

{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_PIWITDETS2_tkWIT3TITLE" } { MERGEFIELD "TK_PIWITDETS2_tkWIT3FORENAME" } { MERGEFIELD "TK_PIWITDETS2_tkWIT3SURNAME" }
{ MERGEFIELD "TK_PIWITDETS2_tkWIT3ADDRESS" }

Dear { MERGEFIELD "TK_PIWITDETS2_tkWIT3TITLE" } { MERGEFIELD "TK_PIWITDETS2_tkWIT3SURNAME" }

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 }

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