{INCLUDETEXT "C:\\Users\\rebecca\\AppData\\Local\\Packages\\PracticeLimited.OspreyApproachSupervisor App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\35d131ab-c99f-437b-8607-e814acaea430\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}**/**{** MERGEFIELD client_no **}**/**{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSREF **}**

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **}** **}**{ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSURER_name **}**
{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSURER_address **}**

Dear Sirs

Our Client: **{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**
Accident Date: **{ MERGEFIELD TK_ACCDETS_tkACCDATE\@"d"*Ordinal } { MERGEFIELD TK_ACCDETS_tkACCDATE\@"MMMM yyyy" }**
Accident Location: **{ MERGEFIELD TK_ACCDETS_tkACCLCATION }**

We now enclose, by way of service, the following documents:

(1) Claim Form (and attached notes);
(2) Particulars of Claim;
(3) Medical evidence filed on issue of proceedings;
(4) Schedule of Expenses and Losses;
(5) Notice of Funding;
(6) Form for Acknowledging Service;
(7) Form for Defending the Claim;
(8) Form for Admitting the Claim.

We have been in correspondence with the relevant insurers, **{** MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSURER_name **}** of:
{ MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSURER_address **}**
(under reference **{** MERGEFIELD TK_PIDEF1DETAIL_tkDEF1INSREF **}**), to whom you may care to refer these papers straight away.

We would be grateful if your insurers or their solicitors would acknowledge safe receipt.

Yours faithfully

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }