

{INCLUDETEXT

"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\c921a490-6283-4d1f-a28e-
4422f11ea06b\\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" }

I write further in respect of this matter.

The Court is shortly due to list this matter for Trial and I should be grateful if you could provide
me with any dates to avoid during the month(s) of { ASK month "Enter month(s) during which
trial may be held." } { REF month }.

I look forward to hearing from you as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

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