**PRACCTICE**
SOLICITORS

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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 "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_INITIALS_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**
**{** MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD "LINKNAME_TITLE_1" **} {** MERGEFIELD "LINKNAME_SURNAME_1" **}**

**Re:     { MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name }**
**Next Date: { MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_DT } at { MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_TM }**

As you know you were due to attend **{** MERGEFIELD TK_POL_STN_INIT_TK_POL_STATION_name **}** on the **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_DT **}**. Having spoken to the police officer, I can confirm that your bail date has changed so that you are now under a duty to surrender on the **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_DT **}** at **{** MERGEFIELD TK_POL_STN_ATT_TK_BAIL_EX_TM **}**. As before, we will try to speak to police officer a few days before that date and if you are to be interviewed once more, either myself or a colleague will attend to represent and advise you.

I hope that all the above is clear but if you have any queries please do not hesitate to contact me or one of my colleagues in the office.

With best wishes

Yours Sincerely

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }**
**{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME\*UPPER }**