

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: Crown Court: { MERGEFIELD TK\_MAGCRT\_ALL\_TK\_CRWN CRT\_name }  
Next Date: { MERGEFIELD TK\_CRWNCRT\_NGP\_TK\_CRNCRT\_TR\_DT }**

I am writing to confirm the outcome of your appearance in { MERGEFIELD  
TK\_MAGCRT\_ALL\_TK\_CRWN CRT\_name } on { MERGEFIELD  
TK\_MAGCRT\_ALL\_TK\_CRWNCRT\_DT }.

I spoke to you about the charge and the evidence in the case. I had advised you that [free  
text].

You instructed me that you would plead not guilty to the charge and when the case was  
called into Court that is what you did. The Court then dealt with issues of case management  
and your case was adjourned for trial. Your trial date was set for { MERGEFIELD  
TK\_CRWNCRT\_NGP\_TK\_CRNCRT\_TR\_DT }.

We will need to see you before then to discuss your case in greater detail. I will write to you  
again nearer the time to arrange an appointment.

You were released on bail which was { MERGEFIELD  
TK\_BAIL\_STATUS\_TK\_BAIL\_STATUS }.

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.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }