

{INCLUDETEXT

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App\_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\7aba6da5-c87d-4bbb-95cf-  
448e83a1c564\\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 }

{ IF { MERGEFIELD TK\_PICLIENINFO\_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD  
TK\_PICLIENINFO\_TK\_LITFRNDTITLE } { MERGEFIELD  
TK\_PICLIENINFO\_TK\_LITFRNDFORE } { MERGEFIELD  
TK\_PICLIENINFO\_TK\_LITFRNDSURN }  
{ MERGEFIELD TK\_PICLIENINFO\_TK\_LITFRNDADDR }" "{ MERGEFIELD  
LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }  
{ MERGEFIELD CALCULATION\_ADDRESS }" }

Dear { IF { MERGEFIELD TK\_PICLIENINFO\_tkCLIENTMINOR } = "Yes" "{ MERGEFIELD  
TK\_PICLIENINFO\_TK\_LITFRNDTITLE } { MERGEFIELD  
TK\_PICLIENINFO\_TK\_LITFRNDSURN }" "{ IF { MERGEFIELD  
TK\_PICLIENINFO\_tk\_SALUTATION } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ MERGEFIELD  
TK\_PICLIENINFO\_tk\_SALUTATION }" } }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

I enclose a copy of the 'Draft Letter of Claim' in your case. This is a very important document as it forms the basis of your case. It is therefore important that you read, understand and agree with the letter and its contents. We consider the letter fully puts over your case.

Please let me have your instructions. If you wish to telephone me please be ready to give your full reference above and if I am not available please be ready to leave a detailed message with any of my colleagues all of whom will be happy to take the message. If they are able to deal with the matter they will do so, if not they will refer the matter to me and I will contact you.

I confirm that this letter will not be sent to the other side until I have your instructions that you are happy with the contents of the letter. It will then be sent formally to the other side. They must then pass it onto their insurers or solicitors and acknowledge the letter within 21 days.

Yours sincerely

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