

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\_GP\_TK\_CRWN\_PSR\_DT }

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

I spoke to you about the charge and the evidence in the case. I advised you that [free text]. You instructed me that you would plead guilty to the charge and when the case was called into Court that is what you did. I then presented your mitigation to the Court. The Court decided that it needed a Report from the Probation Service before it passed sentence upon you. Your case was therefore adjourned until { MERGEFIELD TK\_CRWNCRT\_GP\_TK\_CRWN\_PSR\_DT } for that to be done. Please arrive at Court by 9.30 on that day.

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

In the meantime you will be sent an appointment to see the Probation Service who will prepare a Report for the Judge who sentences you. This can make a big difference to the sentence you receive so it is important for you to cooperate with the Probation Service.

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 }