

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: Police Station: { MERGEFIELD TK\_POL\_STN\_INIT TK\_POL\_STATION\_name }  
Next Date: { MERGEFIELD TK\_POL\_STN\_ATT TK\_BAIL\_DT } at { MERGEFIELD  
TK\_POL\_STN\_ATT TK\_BAIL\_TM }**

I am writing to confirm the outcome of your attendance at { MERGEFIELD  
TK\_POL\_STN\_INIT TK\_POL\_STATION\_name } on { MERGEFIELD  
TK\_POL\_STN\_INIT TK\_ARREST\_DT } when I represented you. You were being  
interviewed in connection with an allegation of { MERGEFIELD  
MATTER\_MATTER\_DESCRIPTION }.

I received a briefing from the police officer before the interview and I discussed that with you.  
You told me that [free text ]. I advised you that [free text ]. You decided that you would {  
MERGEFIELD TK\_POL\_STN\_ATT TK\_INTVW\_OUTCM }.

Following the interview, the police decided to release you on police bail whilst they continue  
their enquiries. You therefore have to return to { MERGEFIELD  
TK\_POL\_STN\_INIT TK\_POL\_STATION\_name } on { MERGEFIELD  
TK\_POL\_STN\_ATT TK\_BAIL\_DT } at { MERGEFIELD TK\_POL\_STN\_ATT TK\_BAIL\_TM  
}.

You were released on { MERGEFIELD TK\_BAIL\_STATUS TK\_BAIL\_STATUS }.

We will endeavour to make contact with the police officer shortly before that date to see if  
you are to be further interviewed or if a decision has been made whether or not to charge  
you. If you are to be interviewed again, either myself or a colleague will be present and you  
should not agree to speak to the police again without having had further advice from us.

If you hear from the police in the meantime, to cancel or change your bail date, please let us  
know as soon as you can.

I am enclosing copy of our Terms of Business. This contains information which I am obliged to send to you. The cost of your representation at the police station itself is covered by the police station legal aid scheme - our Terms of Business document has further details.

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 }**