

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_MAGCRT_INIT_TK_MAG_CRT_name } on {
MERGEFIELD TK_MAGCRT_INIT_TK_MEG_CRT_DT } at { MERGEFIELD
TK_MAGCRT_INIT_TK_MAG_CRT_TM }**

Thank you for instructing us to represent you in your forthcoming appearance before {
MERGEFIELD TK_MAGCRT_INIT_TK_MAG_CRT_name } as above.

We will write to the Crown Prosecution Service shortly before the court date to request
disclosure of the evidence in the case so that we are fully prepared for the hearing. If there is
the opportunity, we will speak to you in advance about it.

We have applied for a legal aid Representation Order and we do not anticipate any
difficulties with this being granted: if this situation changes we will contact you.

Please make sure you are at court on the day of your appearance by 9:30 AM so that our
representative can meet with you before the case is called.

I enclose a copy of our leaflet entitled "terms of engagement" which contains information I
am obliged to send to you.

I hope that all the above is clear but if you have any queries please do contact a member of
the Magistrates Court team.

With best wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }