

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 } Magistrates  
Court**

I am writing to confirm what happened at [ ] Magistrates Court. A trial took place in relation to  
the charge of [ ] and I represented you.

Unfortunately you were found Guilty by 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 [ ] for that to be done. Please  
make sure you are at Court by 9.30 on that date.

You were released on bail which was [unconditional/subject to the following conditions;]

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 trust that all the above is clear, but if you have any queries please feel free to ask.

Best Wishes

Yours sincerely

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