

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_MAGCRT_INIT TK_MEG CRT_DT } at { MERGEFIELD TK_MAGCRT_INIT TK_MAG CRT_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 your interview, the police decided that they would charge you with the offence/s of { MERGEFIELD MATTER_MATTER_DESCRIPTION }.

You were given bail to attend { 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 }. Please make sure you are at Court by 9:30 am. Your bail is { MERGEFIELD TK_BAIL_STATUS_TK_BAIL_STATUS }. It is important that you attend court on the date you have been given as otherwise the case may proceed in your absence, and a warrant may be issued for your arrest. [It is also important that you abide by any conditions of bail, since otherwise you may be arrested and held in custody until the end of the case.]

In the meantime, we would wish to make an application on your behalf for legal aid funding. [I have submitted the application which you signed in the police station/Please could you attend the office to sign a legal aid application form at the following date and time **].

I am enclosing a 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 }