

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: Magistrates Court: { MERGEFIELD TK MAGCRT INIT TK MAG CRT name }
New Date: { MERGEFIELD TK MAGCRT NGP TK MAG TRL DT }**

I am writing following our recent meeting when we discussed your case.

I have prepared a written statement for you which sets out what you are saying about the case. I am enclosing a copy. Please could you read it through carefully; if you agree that it is correct, please sign each page at the foot and return it to me as soon as possible in the prepaid envelope provided.

If any small amendments are needed, please write these in pen and initial them.
If you think I need to add or amend anything which is important, please let me know and I will make the change and issue a new version.

This statement is not shown to anyone outside of your legal team, it is prepared so that we know what you are saying about the case.

As always, please contact me if you have any questions.

Best Wishes

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }