

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD RTA\_2\_2\_3\_4\_RT\_A\_INSURERNAME }  
{ MERGEFIELD RTA\_COURT\_RT\_A\_INSADD\_address }

Dear Sirs

**Re: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD  
LINKNAME SURNAME 1 } v { IF { MERGEFIELD  
RTA\_2\_2\_3\_2\_RT\_A\_COMPANYNAME }= "" "{ MERGEFIELD  
RTA\_2\_2\_3\_1\_RT\_A\_NAME \f" " } { MERGEFIELD  
RTA\_2\_2\_3\_1\_RT\_A\_MIDDLENAME \f" " } { MERGEFIELD  
RTA\_2\_2\_3\_1\_RT\_A\_SURNAME }" "{ MERGEFIELD  
RTA\_2\_2\_3\_2\_RT\_A\_COMPANYNAME }" }**  
**{ IF { MERGEFIELD RTA\_COURT\_FW\_CASE\_NO } <> "" " Case No: {  
MERGEFIELD RTA\_COURT\_FW\_CASE\_NO }" "" }**  
**Road Traffic Accident Claim**

Yours faithfully

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