

{ MERGEFIELD MH_NREL_MH_NREL_TITLE } {
MERGEFIELD MH_NREL_MH_NREL_INTS } { MERGEFIELD
MH_NREL_MH_NREL_SURNAME }
{ MERGEFIELD MH_NREL_MH_NREL_ADD1 \f"" }
{ MERGEFIELD MH_NREL_MH_NREL_ADD2 \f"" }
{ MERGEFIELD MH_NREL_MH_NREL_ADD3 \f"" }
{ MERGEFIELD MH_NREL_MH_NREL_ADD4 \f"" }
{ MERGEFIELD MH_NREL_MH_NREL_POSTCOD }

Please ask for:
{ MERGEFIELD

Your Ref:

Our Ref:
{ MERGEFIELD
"MATTED FEE EARNED ID" * }

Date:
{ SET LtrDate { DATE
 \@ "d MMMMM yyyy" \} }

Dear { MERGEFIELD MH_NREL_MH_NREL_TITLE } { MERGEFIELD
MH_NREL_MH_NREL_SURNAME },

**RE: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD
LINKNAME SURNAME 1 }**

I have been asked to write to you by { MERGEFIELD "LINKNAME_FORENAME_1" } who would be grateful if you could attend as a witness at the First-Tier Mental Health Review Tribunal for which { IF { MERGEFIELD MH_ADDCLIDETS_MH_GENDER } = "Male" "he" "she" } has applied.

I have no date yet for the tribunal but it would almost certainly be held at { MERGEFIELD MH_PROFS_MH_HOSPITAL_name }. I will confirm this information with you as soon as I am able.

I should be grateful if you would please confirm whether you are willing to act as a witness at the upcoming tribunal. Please kindly confirm this in writing; an email will suffice.

May I stress that you are under no obligation whatsoever to attend nor would { MERGEFIELD "LINKNAME_FORENAME_1" } wish to put you under pressure to do so.

Yours sincerely,

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME }