{INCLUDETEXT "C:\\Users\\NeilB\\OneDrive - PRACCTICE LTD\\Documents\\OspreyOfficeGateway\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

 Your Ref: **{** MERGEFIELD TK_PICLIINSDETS_tkLEXPINSREF **}**

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD TK_PICLIINSDETS_tkLEXPINSURE_name **}**
{ MERGEFIELD TK_PICLIINSDETS_tkLEXPINSURE_address **}**

Dear Sirs

Our Client: **{** MERGEFIELD "LINKNAME_FORENAME_1" **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
Address: **{** MERGEFIELD "CALCULATION_ADDRESS" **}**
Date of Accident: **{** MERGEFIELD TK_ACCDETS_tkACCDATE\@"d"*Ordinal **} {** MERGEFIELD TK_ACCDETS_tkACCDATE\@"MMMM yyyy" **}**

Thank you for your instruction letter dated **{** ASK LEI "Enter date of LEI instructions" \d " " **}{** REF LEI **}**.

We write to confirm our acceptance of this matter and advise you that we have made immediate contact with our mutual client as requested.

We will be updating the client on a monthly basis, and will update you at important stages of the case or within 4-6 months.

Please make a note of our reference number. Should you wish to contact the fee earner, please contact **{** MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" **}** on **{** MERGEFIELD "CALCULATION_FEE_EARNER_PHONE" **}** or via email **{** MERGEFIELD "CALCULATION_FEE_EARNER_EMAIL" **}**.

We will be in touch shortly.

Yours faithfully

{ MERGEFIELD "PRACTICEINFO_PRACTICE_NAME" **}**

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