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

 Claim No: { MERGEFIELD TK_PICOURTDETS_tkCLAIMNO }

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

{ MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_name }
{ MERGEFIELD TK_PICOURTDETS_tkCIVILCRT_address }

Dear Sirs

**{ MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD LINKNAME_SURNAME_1 }
-v- { IF { MERGEFIELD TK_PIDEF1DETAIL_tkDEF1CONAME } = "" "{ MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1FORENAME } { MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1SURNAME }" "{ MERGEFIELD
TK_PIDEF1DETAIL_tkDEF1CONAME }" }
Claim No: { MERGEFIELD TK_PICOURTDETS_tkCLAIMNO }**

We enclose, for filing, the following:

(1)   Listing Questionnaire (Pre-trial Checklist), duly completed;
(2)   Estimate of costs;
(3)   Case summary;
(4)   Application Notice for Further Directions;
(5)   Draft directions;
(6)   Cheque for the court fee of £[   ].

As we consider further directions are necessary before the trial takes place, an application, with
a draft of the directions sought, is enclosed.

[We are pleased to confirm that consultations between the parties have allowed agreement to
be reached on the further directions the court is invited to make following filing of the listing
questionnaire. These are as set out in the enclosed draft.]

We look forward to receiving any further directions and confirmation of arrangements for trial in
due course.

Yours faithfully

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }