

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: Crown Court: { MERGEFIELD TK MAGCRT ALL TK CRWN CRT name }**  
**Next Date: { MERGEFIELD TK CRWNCRT NGP TK CRNCRT TR 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 }