

{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:

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

{ IF { MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_COMPANYNAME }= "" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "1 = Mr" "Mr { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_NAME } { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "2 = Mrs" "Mrs { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_NAME } { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "3 = Ms" "Ms { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_NAME } { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "4 = Miss" "Miss { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_NAME } { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "Please Select" "{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_OTHERTITLE }" "Please select a title" }" }" }" }" "{ MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_COMPANYNAME }" }  
{ IF { MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_COMPANYNAME }= "" "{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_HOUSENAME \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_HOUSENUMBER \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_STREET1 \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_STREET2 \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_DISTRICT \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_CITY \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_COUNTY \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_POSTCODE \f "" }" "{ MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_HOUSENAME \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_HOUSENUMBER \f "" }  
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{ MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_STREET2 \f "" }  
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{ MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_CITY \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_COUNTY \f "" }  
{ MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_POSTCODE \f "" } }

Dear { IF { MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_COMPANYNAME }= "" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "1 = Mr" "Mr { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "2 = Mrs" "Mrs { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "3 = Ms" "Ms { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "4 = Miss" "Miss { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_SURNAME }" "{ IF { MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_TITLETYPE } = "Please Select" "{ MERGEFIELD RTA\_2\_2\_3\_1\_RTA\_OTHERTITLE }" "Please select a title" }" }" }" }" "Sirs" }

**Re: { MERGEFIELD LINKNAME FORENAME 1 } { MERGEFIELD  
LINKNAME SURNAME 1 } v { IF { MERGEFIELD  
RTA\_2\_2\_3\_2\_RTA\_COMPANYNAME }= "" "{ MERGEFIELD  
RTA\_2\_2\_3\_1\_RTA\_NAME \f "" }{ MERGEFIELD**

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RTA 2 2 3 1 RTA MIDDLENAME \f" "}{ MERGEFIELD  
RTA 2 2 3 1 RTA SURNAME }" "{ MERGEFIELD  
RTA 2 2 3 2 RTA COMPANYNAME }" }  
**Road Traffic Accident Claim**  
**{ IF { MERGEFIELD RTA\_COURT\_FW\_CASE\_NO }<> "" " Case No:{**  
**MERGEFIELD RTA\_COURT\_FW\_CASE\_NO }" "" }**

Yours { IF { MERGEFIELD RTA\_2\_2\_3\_2\_RTA\_COMPANYNAME }= "" "sincerely"  
"faithfully" }

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