

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

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

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

{ MERGEFIELD FW_CN_WITNESS6_FWWIT6TITLE } { MERGEFIELD
FW_CN_WITNESS6_FWWIT6INTS } { MERGEFIELD
FW_CN_WITNESS6_FWWIT6SURNAME }
{ MERGEFIELD FW_CN_WITNESS6_FWWIT6ADDRESS }

Dear { MERGEFIELD FW_CN_WITNESS6_FWWIT6TITLE } { MERGEFIELD
FW_CN_WITNESS6_FWWIT6SURNAME }

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } v { IF { MERGEFIELD
FW_CN_DEF1_FW_CN_D1_TRUST_name } <> "" "{ MERGEFIELD
FW_CN_DEF1_FW_CN_D1_TRUST_name }" "{ MERGEFIELD
"FW_CN_DEF1_FW_CN_D1_FNAME" } { MERGEFIELD
"FW_CN_DEF1_FW_CN_D1_SNAME" }" }
Date of Alleged { MERGEFIELD FW_CN_DEF1_FW_CN_D1_NEG_DT
Negligence: \@ "d" *Ordinal} { MERGEFIELD
FW_CN_DEF1_FW_CN_D1_NEG_DT \@ "MMMM yyyy" }

We act on behalf of { MERGEFIELD "LINKNAME_FORENAME_1" } { MERGEFIELD
"LINKNAME_SURNAME_1" }. We understand that you may be able to provide valuable
information to the Court regarding a case of alleged negligence which took place on {
MERGEFIELD FW_CN_DEF1_FW_CN_D1_NEG_DT \@ "d" *Ordinal} { MERGEFIELD
FW_CN_DEF1_FW_CN_D1_NEG_DT \@ "MMMM yyyy" }. If you are willing to provide
information which may be helpful to the case, it may be necessary for a witness statement to
be taken and, further, for you to appear in Court to give evidence.

Please can you telephone the above number to discuss the matter generally and make an
appointment if necessary. If you do have to attend Court, it is possible to claim reasonable
travel expenses and loss of earnings from the Court, but you should note that they may only
pay a proportion of such costs.

If you are willing to be a witness in the case, please return the slip below in the stamped
addressed envelope provided.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME *UPPER }

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{ MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{
MERGEFIELD matter_no }

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD
LINKNAME_SURNAME_1 } v { IF { MERGEFIELD
FW_CN_DEF1_FW_CN_D1_TRUST_name } <> "" "{
MERGEFIELD FW_CN_DEF1_FW_CN_D1_TRUST_name }" "{
MERGEFIELD "FW_CN_DEF1_FW_CN_D1_FNAME" } {
MERGEFIELD "FW_CN_DEF1_FW_CN_D1_SNAME" }" }

**Date of Alleged
Negligence:** { MERGEFIELD FW_CN_DEF1_FW_CN_D1_NEG_DT }

I, { MERGEFIELD "FW_CN_WITNESS6_FWWIT6FORENAME" } { MERGEFIELD
"FW_CN_WITNESS6_FWWIT6SURNAME" }, confirm that I am willing to be a witness in this
case.

Signed.....

Dated.....