

{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_WITNESS5_FWWIT5TITLE } { MERGEFIELD FW_CN_WITNESS5_FWWIT5INTS } { MERGEFIELD FW_CN_WITNESS5_FWWIT5SURNAME } { MERGEFIELD FW_CN_WITNESS5_FWWIT5ADDRESS }

Dear { MERGEFIELD FW_CN_WITNESS5_FWWIT5TITLE } { MERGEFIELD FW_CN_WITNESS5_FWWIT5SURNAME }

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 \@ "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_WITNESS5_FWWIT5FORENAME" } { MERGEFIELD
"FW_CN_WITNESS5_FWWIT5SURNAME" }, confirm that I am willing to be a witness in this
case.

Signed.....

Dated.....