

{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\_WITNESS2\_FWWIT2TITLE } { MERGEFIELD FW\_CN\_WITNESS2\_FWWIT2INTS } { MERGEFIELD FW\_CN\_WITNESS2\_FWWIT2SURNAME } { MERGEFIELD FW\_CN\_WITNESS2\_FWWIT2ADDRESS }

Dear { MERGEFIELD FW\_CN\_WITNESS2\_FWWIT2TITLE } { MERGEFIELD FW\_CN\_WITNESS2\_FWWIT2SURNAME }

**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** { MERGEFIELD FW\_CN\_DEF1\_FW\_CN\_D1\_NEG\_DT }  
**Negligence:**

I, { MERGEFIELD "FW\_CN\_WITNESS2\_FWWIT2FORENAME" } { MERGEFIELD  
"FW\_CN\_WITNESS2\_FWWIT2SURNAME" }, confirm that I am willing to be a witness in this  
case.

Signed.....

Dated.....