{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"**}** **}**

{ IF **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_CLI_LIT **}** = "Yes" "**{** MERGEFIELD "FW_CN_CLI_INFO_FW_CN_LF_TITLE" **}** **{** MERGEFIELD "FW_CN_CLI_INFO_FW_CN_LF_INITIA" **}** **{** MERGEFIELD "FW_CN_CLI_INFO_FW_CN_LF_SNAME" **}**" "**{** MERGEFIELD "LINKNAME_TITLE_1" **}** **{** MERGEFIELD "LINKNAME_INITIALS_1" **}** **{** MERGEFIELD "LINKNAME_SURNAME_1" **}**" **}** **{** IF **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_CLI_LIT **}** = "Yes" "**{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_LF_ADD **}**" "**{** MERGEFIELD CALCULATION_ADDRESS **}**" **}**

Dear **{** IF **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_CLI_LIT **}** = "Yes" "**{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_LF_TITLE **}** **{** MERGEFIELD FW_CN_CLI_INFO_FW_CN_LF_SNAME **}**" "**{** IF **{** MERGEFIELD CLI1_ADD_INFO_FW_CLI1_SAL **}** = "" "**{** MERGEFIELD LINKNAME_TITLE_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD CLI1_ADD_INFO_FW_CLI1_SAL **}**" **}**" **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Thank you for instructing the firm to act for you in respect of the above claim. This letter explains the basis on which we will carry out all the work on your file.

Responsibility for the Work

I, **{** MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" **}**, am responsible for your file. I am a solicitor specializing in personal injury and clinical negligence claims and will be responsible for the majority of the work undertaken. The person with overall supervision of the matter is **{** MERGEFIELD CALCULATION_EXECUTIVE_NAME **}**.

YOUR CLIENT CARE DETAILS HERE

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }