

{INCLUDETEXT "C:\\Users\\Ben  
Kellett\\AppData\\Local\\Temp\\OspreyDocuments\\cb30e890-7efc-4b15-b6d3-  
2c021870902b\\header.doc"}

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{  
MERGEFIELD matter\_no }

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

{ MERGEFIELD "FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_title" } { MERGEFIELD  
"FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_forename" } { MERGEFIELD  
"FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_surname" }  
{ IF { MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_compname } = "" "{  
MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_address }" "{ MERGEFIELD  
FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_compaddress }" }

Dear { MERGEFIELD FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_title } { MERGEFIELD  
FW\_CN\_MED\_EXP\_FW\_CN\_ME4\_CON\_surname }

**Re: Our Client:** { MERGEFIELD "LINKNAME\_FORENAME\_1" } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }  
**Address:** { MERGEFIELD CLIENT\_HOUSE }, { MERGEFIELD  
"CLIENT\_POSTAL\_TOWN" }, { MERGEFIELD  
"CLIENT\_POSTCODE" }  
**Date of Birth:** { MERGEFIELD CLI1\_ADD\_INFO\_FW\_CLI1\_DOB \@ "d" \\*Ordinal  
} { MERGEFIELD CLI1\_ADD\_INFO\_FW\_CLI1\_DOB \@ "MMMM  
yyyy" }

You will no doubt recall having prepared a Medical Report dated { ASK repdate "Enter the  
date of the report." } { REF repdate \@ "d MMMM yyyy" \\* MERGEFORMAT } on the injuries  
sustained by our above-named client.

We have now reached the stage where the case is finally ready to be set down for Trial. At  
this stage the Defendants' Solicitors have not formally agreed your Report. It may be that  
they will do so, but we must assume that they will not at this stage.

Would you please provide us with the following:

1. A list of all of the dates that must be avoided if you are to attend Court to give oral  
evidence;
2. Your charges for attending Court, taking into account that the Trial will take place at {  
MERGEFIELD FW\_CN\_COURT\_FW\_CN\_COURT\_name };
3. Your cancellation charges for late notification that you are no longer required to  
attend Court.

We are obliged to supply the Court with these details by { ASK courtdate "Enter the date  
by which dates to Court must be supplied." } { REF courtdate \@ "d MMMM yyyy" \\*  
MERGEFORMAT }, and we would therefore be grateful to receive your reply as soon as  
possible.

Yours Sincerely

{INCLUDETEXT "C:\\Users\\Ben  
Kellett\\AppData\\Local\\Temp\\OspreyDocuments\\cb30e890-7efc-4b15-b6d3-  
2c021870902b\\footer.doc"}

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