

Letter to client following interview and instructions in a personal injury case
by Andy Boon
Lawyers' Skills 22e

Tubercan & Sons, Solicitors
32 High Street, Bingham, Loamshire LD3 9MX

Mrs D. Betts,
32 Derick St.,
Little Pangolin,
Loamshire LD1 4DY

30th August 20__

Dear Mrs Betts,

Re: Road Traffic Accident, Bingham, July 19th 20

Thank you for your instructions to act in relation to the above matter.

At our meeting last week I gave you a written copy of our complaints procedure and outlined the terms of your Trade Union Accident Scheme to you. I confirmed that, under this Scheme, members are not normally liable for any costs, our own or the other side's, whether or not their claims are successful. Assuming your claim is successful, the other side will pay our costs, and if we are not successful the Trade Union Scheme will pick up the bill. However, the Trade Union reserves the right to require you to pay any costs incurred unreasonably, for example, where work is undertaken at your specific request that is not chargeable to the other side. I will, of course, advise you should I consider that there is a risk of any such a charge arising.

I attach two typed copies of your proof of evidence, which is based on the draft statement prepared during your interview. I would be grateful if you could check it over carefully and sign and return one copy if you are satisfied that it is accurate. I also attach a copy of a letter before action, which I sent to Mr Kenton today.

I shall let you know when I have a reply from Mr Kenton or his insurance company, and will make arrangements to discuss next steps with you at that stage. I shall be arranging an appointment with a medical consultant in due course, when we shall have a full account of your condition and a prognosis for the future. Please keep me updated on your recovery and on dates for your return to work.

In the meantime, please remember to keep a list of any expenses incurred purely as a result of the accident and to keep receipts for such expenditure if available.

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Please do not hesitate to contact me if you have any enquiries about any of the above.

Yours sincerely,

S. Cantelupe
Tubercan & Sons, Solicitors