



Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER { DATE \@ "d MMMM yyyy" } } { ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT }

{ IF { MERGEFIELD LINKNAME_SURNAME_1 } = "{ MERGEFIELD LINKNAME_SURNAME_2 }" "{ MERGEFIELD LINKNAME_TITLE_1 } & { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ IF { MERGEFIELD LINKNAME_SURNAME_2 } = "" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" "{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 } & { MERGEFIELD LINKNAME_TITLE_2 } { MERGEFIELD LINKNAME_INITIALS_2 } { MERGEFIELD LINKNAME_SURNAME_2 }" }" } { MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_RS_CLIENTDET_FW_CLI_SALUT }

Re: { MERGEFIELD FW_RS_PROPERTY_FW_PROP1 \f", " } { MERGEFIELD FW_RS_PROPERTY_FW_PROP2 \f", " } { MERGEFIELD FW_RS_PROPERTY_FW_PROP3 \f", " } { MERGEFIELD FW_RS_PROPERTY_FW_PROP4 \f" " } { MERGEFIELD FW_RS_PROPERTY_FW_POSTCODE }

Seller: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } { IF { MERGEFIELD LINKNAME_SURNAME_2 } <> "" " and { MERGEFIELD LINKNAME_FORENAME_2 } { MERGEFIELD LINKNAME_SURNAME_2 }" "" }

Buyer: { MERGEFIELD FW_RS_PARTIES_FW_OP1_NAME } { IF { MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME } <> "" " and { MERGEFIELD FW_RS_PARTIES_FW_OP2_NAME }" "" }

I am pleased to confirm that contracts were exchanged on { MERGEFIELD FW_RS_DATES_FW_EXCHANGE \@ "d MMMM yyyy" } and completion of the sale is due on { MERGEFIELD FW_RS_DATES_FW_COMPLETION \@ "d MMMM yyyy" }.

I will send you a final copy of the Completion Statement shortly.

You should ensure that your removal arrangements are confirmed for the day of completion, as you will have until { ASK ContractTime "What time must the client vacate the property? Insert time from contract" \d "1pm" } { REF ContractTime } to vacate the property on the day of

completion.

You should drop off all sets of keys at the Estate Agent once you have completed, or leave them in a prominent place within the property for the Purchasers. Also include a note of any codes for alarm systems etc.

You should also take meter readings for your electricity/gas etc as you will need to provide them to your suppliers upon completion.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }