

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 } and { 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 } and { MERGEFIELD LINKNAME\_TITLE\_2 } {  
MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" }"  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RM\_CLIENTDET\_FW\_CLI\_SALUT }

**Property: { MERGEFIELD FW\_RM\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD  
FW\_RM\_PROPERTY\_FW\_POSTCODE }**

I am pleased to confirm that I have now completed the Transfer of Equity and Remortgage of the above named property.

I will now proceed to register the change in ownership with the Land Registry, and once this is complete I shall send you the Title Document (which is proof of your ownership of the property).

May I take this opportunity to thank you for your kind instructions in this matter and if I can be of any assistance to you in the future please do not hesitate to contact me.

Yours sincerely

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**

{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }