PRACCTICE
SOLICITORS

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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 **}**" "" **}**

Please find enclosed a copy of the contract for your signature.

I should be grateful if you would please double check that your names, the property price and property address are correct. If not, please notify me immediately so the contract can be amended.

The contract is governed by standard terms and conditions.

Please note that upon exchange, the Purchaser will be obliged to provide their solicitor with a deposit of 10% of the purchase price. When contracts are exchanged, the Purchaser would lose this deposit if they decided to withdraw from the transaction.

You should also be aware that the contract provides for interest of [insert interest noted in contract], which will be payable upon the purchase price of the property for any delay to completion. Essentially, this means that if completion does not take place on the agreed day, the party who has caused the delay will be liable to pay interest to the other party. This does not happen very often, however you should be aware that if completion is delayed interest will be payable.

If you are content with the contract, please sign your names where indicated and return it to me as soon as possible. Please note you SHOULD NOT date the contract in any way. This is because I will date the contract on the date of exchange. If you have dated the contract, I will need to send a fresh copy to you to be signed again.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }