



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

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