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78eae6ffbd5\\header.doc"}

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

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CP_PROPINFO_FW_CLI_SALUT }

Re: { MERGEFIELD "fssm RC Property" }

I am pleased to confirm that contracts were exchanged on { MERGEFIELD
FW_CP_PROPINFO_FW_EXCHANGE \@ "d MMMM yyyy"} and completion of the sale is
due on { MERGEFIELD FW_CP_PROPINFO_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 "2pm" }/{ 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 }

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