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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{  
MERGEFIELD matter\_no }

Your Ref:

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

{ MERGEFIELD fssm\_Cli\_Names }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD RC\_CLI\_BANK\_FW\_CLI\_SALUT }

**Re:** { MERGEFIELD fssm\_RC\_Property }

**Seller:** { MERGEFIELD fssm\_RC\_VEND1NAME }{ MERGEFIELD fssm\_RC\_VEND2NAME  
{ MERGEFIELD fssm\_RC\_VEND3NAME }{ MERGEFIELD fssm\_RC\_VEND4NAME  
}

**Buyer:** { MERGEFIELD fssm\_RC\_PURCH1NAME }{ MERGEFIELD  
fssm\_RC\_PURCH2NAME }{ MERGEFIELD fssm\_RC\_PURCH3NAME }{  
MERGEFIELD fssm\_RC\_PURCH4NAME }

I have now received a copy of your mortgage offer from your lender, a copy of which is enclosed. I should be grateful if you would please get in touch with my secretary to arrange a mutually convenient appointment for you to come to my office to sign the Mortgage Deed.

I wish to raise the following important points with you:

1.

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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