



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

Your Ref: { MERGEFIELD FW\_RS\_PARTIES\_FW\_OS\_SOL\_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \\*  
MERGEFORMAT }

{ MERGEFIELD FW\_RS\_PARTIES\_FW\_OS\_SOL\_name }  
{ MERGEFIELD FW\_RS\_PARTIES\_FW\_OS\_SOL\_address }

Dear Sirs

**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 }" "" }

We understand that you act for the proposed purchasers of the above property.

We confirm that we represent the Sellers who have agreed a sale, subject to contract, in the  
sum of { MERGEFIELD FW\_RS\_PROPERTY\_FW\_PRICE \# £#,##.00}

We have requested our client's title deeds and when these are received we shall forward a draft  
contract with for approval. Please indicate your client's ability to proceed with this transaction  
with regard to conveyancing chains and mortgage offers.

In the meantime we confirm we operate the Law Society Protocol, to exclude all searches which  
we shall leave you to institute as you consider appropriate.

We confirm that we adopt the latest Conveyancing Protocol and therefore we will not be  
responding to any enquiries which do not arise out of the contract paperwork and which could  
be dealt with by searches and surveys carried out on behalf of the buyer.

In accordance with the latest Conveyancing Protocol we advise that the Conveyancer handling this matter is { MERGEFIELD "CALCULATION\_FEE\_EARNER\_DESCRIPTION" } and the supervising Partner is { MERGEFIELD "CALCULATION\_EXECUTIVE\_NAME" }. Please supply this information in relation to your Conveyancer, if not already supplied.

Yours faithfully

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