



PRACCTICE
SOLICITORS

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Malvern
WR14 1JJ
T: 0330 060 4940

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

Your Ref: { MERGEFIELD FW_RS_PARTIES_FW_MANAG_REF }

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

{ MERGEFIELD FW_RS_PARTIES_FW_MANAG_name }
{ MERGEFIELD FW_RS_PARTIES_FW_MANAG_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 act for the above-named Seller and therefore write to request a management pack from you. We should be grateful if you would please let us know your charge for this so we may request funds from our client.

We look forward to hearing from you as soon as possible.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

