



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 }" "" }

Please find enclosed a draft Completion Statement for your consideration. The Statement shows the funds we will receive from the sale of your property, less my firm's costs and any disbursements incurred. This is to give you an indication of the total amount I will receive from the sale.

If you have an ongoing purchase, these funds will be taken into account when sending you a Completion Statement in that matter.

If you have any queries regarding the Completion Statement, please let me know. I will provide you with a final Completion Statement in good time prior to completion of the sale which will show the final amount.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }