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Suite 1, Falstaff House

Malvern

WR14 1JJ

T: 0330 060 4940

**PRACCTICE**

SOLICITORS

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 **}**" "" **}**

I am pleased to confirm that contracts were exchanged on **{** MERGEFIELD
FW_RS_DATES_FW_EXCHANGE \@ "d MMMM yyyy"**}** and completion of the sale is due on **{**
MERGEFIELD FW_RS_DATES_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 "1pm" **}{** 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 then 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 }**