



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 confirm our telephone conversation when we agreed to an exchange of contracts on {
MERGEFIELD FW_RS_DATES_FW_EXCHANGE \@ "d MMMM yyyy"} at { MERGEFIELD
FW_RS_DATES_FW_EXCHGTIME } pursuant to The Law Society's Formula { MERGEFIELD
FW_RS_DATES_FW_FORMULA } with completion fixed for { MERGEFIELD
FW_RS_DATES_FW_COMPLETION \@ "d MMMM yyyy"}.

We look forward to receiving your client's part signed contract.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

