



PRACCTICE
SOLICITORS

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WR14 1JJ
T: 0330 060 4940

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 } and { 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 } and { MERGEFIELD LINKNAME_TITLE_2 } {
MERGEFIELD LINKNAME_INITIALS_2 } { MERGEFIELD LINKNAME_SURNAME_2 }" }"
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_RM_CLIENTDET_FW_CLI_SALUT }

**Property: { MERGEFIELD FW_RM_PROPERTY_FW_PROP1 \f", " } { MERGEFIELD
FW_RM_PROPERTY_FW_PROP2 \f", " } { MERGEFIELD
FW_RM_PROPERTY_FW_PROP3 \f", " } { MERGEFIELD
FW_RM_PROPERTY_FW_PROP4 \f" " } { MERGEFIELD
FW_RM_PROPERTY_FW_POSTCODE }**

I have now received a copy of your mortgage offer from your lender, a copy of which is enclosed. I should be grateful if you would please get in touch with my secretary to arrange a mutually convenient appointment for you to come to my office to sign the Mortgage Deed.

I wish to raise the following important points with you:

1.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

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{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }