

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 }

{ MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_CPL_PROPINFO_FW_CLI_SALUT }

**Re: { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "{ MERGEFIELD
FW_CPL_PROPINFO_FW_PROP2 \f", "{ MERGEFIELD
FW_CPL_PROPINFO_FW_PROP3 \f", "{ MERGEFIELD
FW_CPL_PROPINFO_FW_PROP4 \f" "{ MERGEFIELD
FW_CPL_PROPINFO_FW_POSTCODE }**

Please find enclosed the final copy of the Completion Statement. As you are aware, completion is due to take place on { MERGEFIELD FW_CPL_PROPINFO_FW_COMPLEASE \@ "d MMMM yyyy"} and I should be grateful if you would please transfer the funds to my firm at least three working days in advance to ensure the funds have cleared before completion.

I should be grateful if you would please arrange to transfer the completion funds to our Client Bank Account:
Sort Code:
Account Number:
Account Name:
Bank:

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }