

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

Your Ref:

15 November 2020

«LINKNAME_SURNAME_1»
«CALCULATION_ADDRESS»

Dear «FW_CP_PROPINFO_FW_CLI_SALUT»

**Re: «FW_CP_PROPINFO FW PROP1», «FW_CP_PROPINFO FW PROP2»,
«FW_CP_PROPINFO FW PROP3», «FW_CP_PROPINFO FW PROP4»
«FW_CP_PROPINFO FW POSTCODE»**

Please find enclosed a copy of the Contract for your signature.

I should be grateful if you would please double check that your names, the property price and property address are correct. If not, please notify me immediately so the contract can be amended.

The contract is governed by standard terms and conditions.

If you are content with the contract, please sign your names where indicated and return it to me as soon as possible. Please note you SHOULD NOT date the contract in any way. This is because I will date the contract on the date of exchange. If you have dated the contract, I will need to send a fresh copy to you to be signed again.

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

Yours sincerely

**«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»**