

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 draft Completion Statement for your consideration. The Statement shows the funds required from you to complete the purchase, including my firm's costs and any disbursements incurred. This is to give you an indication of the total amount required to complete the purchase.

If you have any queries regarding the Completion Statement, please let me know. I will provide you with a final Completion Statement in good time prior to completion of the purchase.

Yours sincerely

**«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»**