

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 the final copy of the Completion Statement. As you are aware, completion is due to take place on «FW_CP_PROPINFO_FW_COMPLETION» 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

**«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»**