

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 }**

I am pleased to enclosed a final copy of the Lease, for your signature. I should be grateful if you would please sign the Lease where indicated, in the presence of a witness who should also sign the Lease.

The witness must be over the age of 18 and must not be related to you, or connected to the transaction in any way. The must sign, PRINT their name and address clearly. Failure to sign the Lease properly may delay completion as I will need to send a further copy to you for your signature. If you would prefer to sign the Lease in person, please telephone my secretary to make an appointment.

Please DO NOT date the Lease in anyway; I will date it upon completion.

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

Yours sincerely

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**