

thOur Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_REF }

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ *
MERGEFORMAT }

{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_name }
{ MERGEFIELD FW_CPL_ORGS_FW_OS_SOL1_ORG_address }

Dear Sirs

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 }
Your { MERGEFIELD FW_CPL_OTHR SIDE FW COMP1 }
Client:
Our { MERGEFIELD LINKNAME SURNAME 1 }
Client:

We understand that you act for the proposed Lessee of the above property.

We confirm that we represent the Lessor.

We have requested our client's title deeds and when these are received we shall forward a draft Lease to you for approval, as per the Heads of Terms.

We advise that the Conveyancer handling this matter is { MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" } and the supervising Partner is { MERGEFIELD "CALCULATION_EXECUTIVE_NAME" }. Please supply this information in relation to your Conveyancer, if not already supplied.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

