



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 }

{ IF { MERGEFIELD LINKNAME\_SURNAME\_1 } = "{ MERGEFIELD LINKNAME\_SURNAME\_2 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } & { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ IF { MERGEFIELD LINKNAME\_SURNAME\_2 } = "" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" "{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 } & { MERGEFIELD LINKNAME\_TITLE\_2 } { MERGEFIELD LINKNAME\_INITIALS\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" }" } { MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_RS\_CLIENTDET\_FW\_CLI\_SALUT }

**Re:** { MERGEFIELD FW\_RS\_PROPERTY\_FW\_PROP1 \f", " } { MERGEFIELD FW\_RS\_PROPERTY\_FW\_PROP2 \f", " } { MERGEFIELD FW\_RS\_PROPERTY\_FW\_PROP3 \f", " } { MERGEFIELD FW\_RS\_PROPERTY\_FW\_PROP4 \f" " } { MERGEFIELD FW\_RS\_PROPERTY\_FW\_POSTCODE }

**Seller:** { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 } { IF { MERGEFIELD LINKNAME\_SURNAME\_2 } <> "" " and { MERGEFIELD LINKNAME\_FORENAME\_2 } { MERGEFIELD LINKNAME\_SURNAME\_2 }" "" }

**Buyer:** { MERGEFIELD FW\_RS\_PARTIES\_FW\_OP1\_NAME } { IF { MERGEFIELD FW\_RS\_PARTIES\_FW\_OP2\_NAME } <> "" " and { MERGEFIELD FW\_RS\_PARTIES\_FW\_OP2\_NAME }" "" }

Please find enclosed a draft Completion Statement for your consideration. The Statement shows the funds we will receive from the sale of your property, less my firm's costs and any disbursements incurred. This is to give you an indication of the total amount I will receive from the sale.

If you have an ongoing purchase, these funds will be taken into account when sending you a Completion Statement in that matter.

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 sale which will show the final amount.

Yours sincerely

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