{INCLUDETEXT
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App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\1a5b6a4f-e74f-466c-9274-
979dc50392dc\\header.doc"**}**
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 **}**

<u>Re:</u>   **<u>{ MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 \f", "}{ MERGEFIELD</u>**
       <u>FW_CPL_PROPINFO_FW_PROP2 \f", "}{ MERGEFIELD</u>
       <u>FW_CPL_PROPINFO_FW_PROP3 \f", "}{ MERGEFIELD</u>
       <u>FW_CPL_PROPINFO_FW_PROP4 \f" "}{ MERGEFIELD</u>
       <u>FW_CPL_PROPINFO_FW_POSTCODE }</u>

Following your recent instructions, we are writing to confirm our general terms of engagement and charging which constitute the basis upon which we will carry out work on your behalf.

Most of the work in connection with this matter will be carried out by **{** MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION **}** and you can also contact their assistant who will be familiar with the file and will be able to help you or take a message.

{ IF **{** MERGEFIELD CALCULATION_EXECUTIVE_NAME **}** = "" "The Senior Partner of this firm has ultimate responsibility for this matter." "The Partner of this firm with ultimate responsibility for this matter is **{** MERGEFIELD CALCULATION_EXECUTIVE_NAME **}**." **}**

We aim to offer all of our clients an efficient and effective service and are confident that we will do so in this case. However, should there be any aspect of our service with which you are unhappy, you should notify the person concerned in writing immediately and we will endeavour to resolve matters.

A broader outline of our work in a Conveyancing transaction is:

- Checking the title to the property;
- Drafting the Lease and obtaining the lessee's approval to the same;
- Completing the matter

I will let you know once the draft Lease has been sent to the lessee's solicitors for approval and will forward any enquiries I receive from the lessee's solicitors. Once the Lease is approved I will send this to you for you to sign or ask you to call into the office to sign it with me in readiness for completion.

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pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\1a5b6a4f-e74f-466c-9274-
979dc50392dc\\footer.doc"**}**

I will discuss with you the proposed completion date.

I aim to reply to letters and other communications from you and others promptly but it will not always be practical to do so on the same day.

Should the above transaction fail to proceed to completion, then this firm's charges for that transaction will be such sum as is reasonable, having regard to the amount of work done by that stage in the transaction together with VAT and any disbursements paid.

Our account will be rendered at completion (or at the point that the transaction fails to proceed). Please note that there may be further disbursements of which we are unaware at this time.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }