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

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD fssm_Cli_Names }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD RC_CLI_BANK_FW_CLI_SALUT }

Re: { MERGEFIELD fssm_RC_Property }

Seller: { MERGEFIELD fssm_RC_VEND1NAME }{ MERGEFIELD fssm_RC_VEND2NAME
{ MERGEFIELD fssm_RC_VEND3NAME }{ MERGEFIELD fssm_RC_VEND4NAME
}

Buyer: { MERGEFIELD fssm_RC_PURCH1NAME }{ MERGEFIELD
fssm_RC_PURCH2NAME }{ MERGEFIELD fssm_RC_PURCH3NAME }{
MERGEFIELD fssm_RC_PURCH4NAME }

Please find enclosed a copy of the contract for your signature.

I should be grateful if you would please double check that your names, the property price and property address are correct. If not, please notify me immediately so the contract can be amended.

The contract is governed by standard terms and conditions.

Please note that upon exchange, you will be required to provide my firm with a deposit of 10% of the purchase price. When contracts are exchanged, you will lose this deposit if you decide to withdraw from the transaction.

You should also be aware that the contract provides for interest of [insert interest noted in contract], which will be payable upon the purchase price of the property for any delay to completion. Essentially, this means that if completion does not take place on the agreed day, the party who has caused the delay will be liable to pay interest to the other party. This does not happen very often, however you should be aware that if completion is delayed interest will be payable.

If you are content with the contract, please sign your names where indicated and return it to me as soon as possible. Please note you SHOULD NOT date the contract in any way. This is because I will date the contract on the date of exchange. If you have dated the contract, I will need to send a fresh copy to you to be signed again.

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

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Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }