



Osprey Approach: Commercial Property – Lessor

This help guide was last updated on
Jul 25th, 2024




The latest version is always online at
<https://support.ospreyapproach.com/?p=23830>



FILE OPENING FWCLPR

Client salutation

Estate Agent




(None selected)   

(None selected)

BestEstateAgents - Best Estate Agents (Estate Agent House Area Town County - Town),

Estate Agent Ref

Other side solicitor 1 contact

None selected   

None selected




1 - Tom Cromwell (Solicitors and Co) (123 Test Test Test Test - TE57 1NG),

13 - Alex Hiscutt (No Organisation) (-),

15 - Samuel John (Test Solicitor) (-),

14 - Sol Test (No Organisation) (-),

Other side solicitor 1 organisation

(None selected)   

(None selected)

SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TF10 8NJ), 07123 973685

Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Other side solicitor 1 reference

Property Address line 1

Property Address line 2

Property Address line 3




Property Address line 4

Property Postcode

 Submit 

LESSOR'S DETAILS FWCPRLR

Other side solicitor 1 contact

None selected   

None selected




1 - Tom Cromwell (Solicitors and Co) (123 Test Test Test Test - TE57 1NG),

13 - Alex Hiscutt (No Organisation) (-),

15 - Samuel John (Test Solicitor) (-),

14 - Sol Test (No Organisation) (-),

Other side solicitor 1 organisation

(None selected)   

(None selected)

SOLICITORS - Solicitors and Co (45 Jurisdiction Lane Telford Shropshire - TF10 8NJ), 07123 973685

Test_Solicitor - Test Solicitor (1 Test Street - TE1 5ST),

Other side solicitor 1 reference

Other side company name

Other side 1 address

Other side 1 address line 1




Other side 1 address line 2

Other side 1 address line 3

Other side 1 address line 4

Other side 1 address postcode

Estate Agent

(None selected)   

(None selected)

BestEstateAgents - Best Estate Agents (Estate Agent House Area Town County - Town),


Estate Agent Ref

Property Address line 1

Property Address line 2

WAS DRAFT LEASE APPROVED? FWCLP

Was draft Lease approved?

Please Select 

Please Select

Yes

No

 Submit  Cancel

COMPLETION STATEMENT FWCLP

Legal Costs

0.00

Office Copies (exc. VAT)

0.00

Estate Agent's Fees (inc. VAT)

0.00

Ground Rent Apportionment

0.00


Service Charge Apportionment

0.00

Money on a/c rec'd

0.00


Date to complete Lease



Select a date 

 Submit  Cancel

COMPLETION FWCLP

Date to complete Lease

Select a date 

 Submit  Cancel

Send a text message to a client

Dear [FW_CPL_PROPINFO_FW_CLI_SALUT], I
am pleased to confirm completion of the Lease.

Kind regards,

[CALCULATION_FEE_EARNER_DESCRIPTION]

Blank Client letter

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\e0da08a9-8b66-4925-a22e-
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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 }**

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Blank Estate Agent letter

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

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_EA_REF }

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

{ MERGEFIELD FW_CPL_ORGS_FW_EA_name }
{ MERGEFIELD FW_CPL_ORGS_FW_EA_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 }**

Lessor { MERGEFIELD LINKNAME SURNAME 1 }

Lessee { MERGEFIELD FW_CPL_OTHRSIDE FW_COMP1 }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Blank Solicitor letter

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Our 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_OTHRSIDE_FW_COMP1 }

Client:

Our { MERGEFIELD LINKNAME_SURNAME_1 }

Client:

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Client care letter

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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 }**

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.

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
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 }

Client confirm completion details

{INCLUDETEXT

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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 }**

Please find enclosed a final Completion Statement for your consideration. The Statement shows the funds required to complete the Lease, including my firm's costs and disbursements incurred.

As you are aware, completion is due to take place on { MERGEFIELD
FW_CPL_PROPINFO_FW_COMPLEASE \@ "d MMMM yyyy"}.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Client confirm completion

{INCLUDETEXT

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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 confirm that completion of the Lease took place on { MERGEFIELD
FW_CPL_PROPINFO_FW_COMPLEASE \@ "d MMMM yyyy"}.

May I take this opportunity to thank you for your kind instructions in this matter. If I, or my
Firm, may be of any further assistance to you in the future please do not hesitate to contact
me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
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Client enc. amended lease

{INCLUDETEXT

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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 }**

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Client enc. draft Lease

{INCLUDETEXT

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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 have now prepared the draft Lease, a copy of which is enclosed for your approval.

I refer you to the following important clauses within the Lease:

1.

I should be grateful if you would please confirm you are happy with the draft so I may forward it to the Lessee's solicitors.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\88ace99d-d890-4319-bd77-
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Client enq. enquiries

{INCLUDETEXT

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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 have now received a set of enquiries from the Lessee's solicitor which I should be grateful if
you would please consider and provide your response to.

If you have any queries whilst answering the enquiries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
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967cd9238e60\\footer.doc"

Client sending engrossed Lease

for sig

{INCLUDETEXT

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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 }

{INCLUDETEXT

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Completion Statement

COMPLETION STATEMENT

Lease of { 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 }

	To Pay £	Received £
Legal Costs	{ MERGEFIELD FW_CPL_COST_FW_LEGALCOST \# "#,##0.00" }	
VAT	{ =B2*20% \# "#,##0.00" }	
Land Registry copy Title Documents	{ MERGEFIELD FW_CPL_COST_FW_OFFICECOP \# "#,##0.00" }	
VAT	{ =B4*20% \# "#,##0.00" }	
Estate Agent's fee	{ MERGEFIELD FW_CPL_COST_FW_EAFEE }	
Total	{ =SUM(ABOVE) \# "#,##0.00" }	

LESS

Apportioned Service Charge		{ MERGEFIELD FW_CPL_COST_FW_SERVICECH G \# "#,##0.00" }
Apportioned Ground Rent		{ MERGEFIELD FW_CPL_COST_FW_GRNDRENT \# "#,##0.00" }
Received on account		{ MERGEFIELD FW_CPL_COST_FW_MONEYAC \# "#,##0.00" }
Total		{ =SUM(ABOVE) \# "#,##0.00" }
Balance due from you:	{ =ToPay-Recd \# "#,##0.00" }	

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

Estate agent completion letter

{INCLUDETEXT

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

Your Ref: { MERGEFIELD FW_CPL_ORGS_FW_EA_REF }

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

{ MERGEFIELD FW_CPL_ORGS_FW_EA_name }
{ MERGEFIELD FW_CPL_ORGS_FW_EA_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 }**

Lessor { MERGEFIELD LINKNAME SURNAME 1 }

Lessee { MERGEFIELD FW_CPL_OTHRSIDE FW COMP1 }

We are pleased to confirm that completion took place on { MERGEFIELD
FW_CPL_PROPINFO_FW_COMPLEASE \@ "d MMMM yyyy"}. We enclose a cheque in
the sum of { MERGEFIELD FW_CPL_COST_FW_EAFEE \# £#,##.00} / We have
transmitted via BACS/CHAPS the sum of { MERGEFIELD FW_CPL_COST_FW_EAFEE \#
£#,##.00} in respect of your fees. We should be grateful if you would please provide us with
a receipted invoice.

May we take this opportunity to thank you for your kind assistance throughout this
transaction.

Yours faithfully

**{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }**

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\d39c93b6-83e4-4940-af4c-
2f65bc8e05f3\\footer.doc"}

Invoice

```

{ IF { MERGEFIELD
LINKNAME_SURNAME_1 } Dat { DATE \@ "dd/MM/yyyy" \* MERGEFORMAT }
= "{ MERGEFIELD e
LINKNAME_SURNAME_2 }" Bill
"{ MERGEFIELD No.
LINKNAME_TITLE_1 } and {
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 }
and { MERGEFIELD
LINKNAME_TITLE_2 }{
MERGEFIELD
LINKNAME_INITIALS_2 }{
MERGEFIELD
LINKNAME_SURNAME_2 }"
} }
{ MERGEFIELD
CALCULATION_ADDRESS
}

```

```

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

```

```

Lease of { MERGEFIELD FW_CPL_PROPINFO_FW_PROP1 }{ MERGEFIELD
FW_CPL_PROPINFO_FW_PROP2 \b, " }{ MERGEFIELD
FW_CPL_PROPINFO_FW_PROP3 \b, " }{ MERGEFIELD
FW_CPL_PROPINFO_FW_PROP4 \b, " }{ MERGEFIELD
FW_CPL_PROPINFO_FW_POSTCODE \b, " }

```

	Cost	VAT	VAT Amount
Legal Costs	{ MERGEFIELD FW_CPL_COST_FW_LEGALCOST \# "###0.00" }	20%	{ =B3*20% \# "###0.00" }
Land Registry copy Title Documents	{ MERGEFIELD FW_CPL_COST_FW_OFFICECOP \# "###0.00" }	20%	{ =B4*20% \# "###0.00" }

TOTAL

{ =B3+B4+D3+D4 \#
"£#,##0.00;(£#,##0.00)" }

Lease Template

PLEASE INSERT YOUR LEASE PRECEDENT HERE

Sol completion letter

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\b2382505-d8e7-4c4e-9881-
0233c35d31ec\\header.doc"}

Our 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_OTHRSIDE_FW_COMP1 }

Client:

Our { MERGEFIELD LINKNAME SURNAME 1 }

Client:

Further to completion which took place on { MERGEFIELD
FW_CPL_PROPINFO_FW_COMPLEASE \@ "d MMMM yyyy"}, please find enclosed the
following documents:

1. Our client's signed Lease

We should be grateful if you would kindly acknowledge safe receipt of the enclosed
document(s).

May we take this opportunity to thank you for your kind assistance throughout this
transaction.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Sol enc. amended lease

{INCLUDETEXT

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Our 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_OTHRSIDE_FW_COMP1 }

Client:

Our { MERGEFIELD LINKNAME SURNAME 1 }

Client:

Thank you for returning the draft Lease showing your amendments. Please find enclosed a further copy reflecting those amendments for your approval.

We look forward to hearing from you with approval of the draft lease.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\426cbe09-bdad-41e0-9b2e-
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Sol enc. draft Lease

{INCLUDETEXT

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Our 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_OTHRSIDE_FW_COMP1 }

Client:

Our { MERGEFIELD LINKNAME SURNAME 1 }

Client:

We enclose herewith a draft copy of the Lease for your approval. Should you wish to make amendments, we should be grateful if you would make these via tracked changes and send it back to us via our secure Deal Room.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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Sol enc. engrossed lease

{INCLUDETEXT

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App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4219edef-c729-4780-8fb2-
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Our 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_OTHRSIDE_FW_COMP1 }

Client:

Our { MERGEFIELD LINKNAME SURNAME 1 }

Client:

Thank you for confirming your approval of the draft Lease. Please find enclosed an engrossed copy for your client's signature.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4219edef-c729-4780-8fb2-
ffaae5da52c9\\footer.doc"}

Sol replies to enqs.

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3dedf48d-95a8-4aa1-9f74-
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Our 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_OTHRSIDE_FW_COMP1 }

Client:

Our { MERGEFIELD LINKNAME SURNAME 1 }

Client:

Please find enclosed our client's replies to enquiries.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

{INCLUDETEXT

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pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\3dedf48d-95a8-4aa1-9f74-
db9ede9a02c0\\footer.doc"}

Solicitors initial letter enc. Title

docs

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisor
App_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4cb7a571-5bc0-421a-b991-
c1b768d98b0f\\header.doc"}

Our 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_OTHRSIDE_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 }

{INCLUDETEXT

"C:\\Users\\neilb\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorA
pp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4cb7a571-5bc0-421a-b991-
c1b768d98b0f\\footer.doc"}

Estate Agent request invoice

Subject

{FW_CPL_PROPINFO\$FW_PROP1}, {FW_CPL_PROPINFO\$FW_PROP2}, {FW_CPL_PROPINFO\$FW.

MESSAGE BODY

E-mail Template

B *I* U ABC | Styles | Paragraph | Arial | 3 (12pt)

Dear Sirs,

{FW_CPL_PROPINFO\$FW_PROP1}. {FW_CPL_PROPINFO\$FW_PROP2}. {FW_CPL_PROPINFO\$FW_PROP3}.
{FW_CPL_PROPINFO\$FW_PROP3}. {FW_CPL_PROPINFO\$FW_POSTCODE}

Lessor: {LINKNAME\$SURNAME_1}

Lessee: {FW_CPL_OTHRSIDES\$FW_COMP1}

We are nearing completion of this matter and should be grateful if you would please provide us with your invoice.

Yours faithfully,

{PRACTICEINFO\$PRACTICE_NAME}

Client confirming replies to


enquiries sent to Lessee's

solicitor

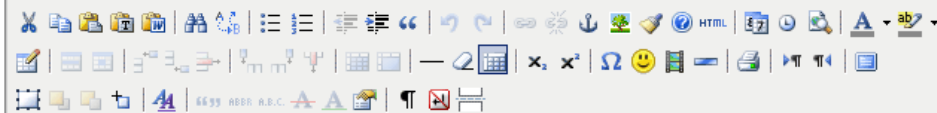
Subject

{FW_CPL_PROPINFO\$FW_PROP1}, {FW_CPL_PROPINFO\$FW_PROP2}, {FW_CPL_PROPINFO\$FW.

MESSAGE BODY

 E-mail Template ◀

B *I* U ABC | Styles Paragraph Arial 3 (12pt)



Dear Sirs,

{FW_CPL_PROPINFO\$FW_PROP1}, {FW_CPL_PROPINFO\$FW_PROP2}, {FW_CPL_PROPINFO\$FW_PROP3},
{FW_CPL_PROPINFO\$FW_PROP3}, {FW_CPL_PROPINFO\$FW_POSTCODE}

Lessor: {LINKNAME\$SURNAME_1}

Lessee: {FW_CPL_OTHRSIDES\$FW_COMP1}

We can confirm that we have received the replies to enquiries from our client and have sent them to the Lessee's solicitors.

Yours faithfully,

{PRACTICEINFO\$PRACTICE_NAME}


Estate Agent enqs received, sent

to client

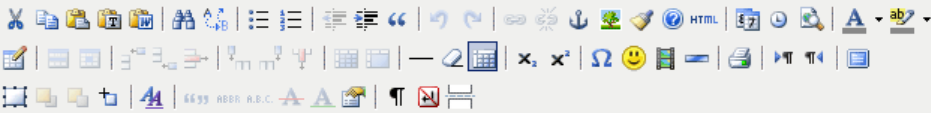
Subject

{FW_CPL_PROPINFO\$FW_PROP1}, {FW_CPL_PROPINFO\$FW_PROP2}, {FW_CPL_PROPINFO\$FW.

MESSAGE BODY

 E-mail Template <<

B *I* U ABC | Styles | Paragraph | Arial | 3 (12pt)



Dear Sirs,

{FW_CPL_PROPINFO\$FW_PROP1}, {FW_CPL_PROPINFO\$FW_PROP2}, {FW_CPL_PROPINFO\$FW_PROP3}, {FW_CPL_PROPINFO\$FW_PROP3}, {FW_CPL_PROPINFO\$FW_POSTCODE}

Lessor: {LINKNAME\$SURNAME_1}

Lessee: {FW_CPL_OTHRSIDE\$FW_COMP1}

We can confirm that we have now received some enquiries from the Lessee's solicitor and are seeking our client's replies.

Yours faithfully,

{PRACTICEINFO\$PRACTICE_NAME}

Estate Agent initial email

Subject

{FW_CPL_PROPINFO\$FW_PROP1}, {FW_CPL_PROPINFO\$FW_PROP2}, {FW_CPL_PROPINFO\$FW.

MESSAGE BODY

E-mail Template

B *I* U ABC | Styles Paragraph Arial 3 (12pt)

Dear Sirs,

{FW_CPL_PROPINFO\$FW_PROP1}, {FW_CPL_PROPINFO\$FW_PROP2}, {FW_CPL_PROPINFO\$FW_PROP3}, {FW_CPL_PROPINFO\$FW_PROP3}, {FW_CPL_PROPINFO\$FW_POSTCODE}

Lessor: {LINKNAME\$SURNAME_1}

Lessee: {FW_CPL_OTHRSIDE\$FW_COMP1}

Thank you for providing us with your Heads of Terms. We can confirm that we represent the Lessor in this matter.

We shall keep you updated as to progress. Please do not hesitate to contact the fee earner with conduct of this matter if you require any assistance, {CALCULATION\$FEE_EARNER_DESCRIPTION}.

Yours faithfully,

{PRACTICEINFO\$PRACTICE_NAME}