Your ref: «Matter.ClientsReference»

Our ref: «Matter.Reference»

Date: 29 March 2018

Dear «Recipient.Salutation»

**Sale of «PropertyAddressOnOneLine»**

Thank you for recently providing me with instructions to act for you in connection with the above transaction. I confirm that I shall be very happy to undertake this piece of work for you.

My name is «Sender» and I am a «Sender.JobTitle» with this firm. I can confirm that my supervising solicitor is «FeeEarner.FullName» who is «FeeEarner.DescriptiveJobTitle». I will have primary responsibility for handling your file. If you have any comments or questions at any time then please do not hesitate to contact me. Rikki Bateman and Michael Jordan are the other members of the conveyancing team and if I am not available and you need to speak to someone rather than leave a message you can ask to speak to them. You are most welcome to visit the office by appointment a number of times during the course of the transaction if that is convenient although we can deal with most things over the phone and by post if you prefer.

*[If Matter.ReferredBy] You were recommended to us by Lex Allan & Grove Estate Agents and we have what is called a Referral Arrangement with that firm. This means that if their clients choose to use us on the basis of their recommendation we pay a referral to them. Please rest assured that this fee is not added to your costs. As a firm we absorb the cost rather than passing it on to clients. Please also rest assured that we remain independent of Lex Allan & Grove Estate Agents and our responsibility to represent your best interests and treat your affairs as confidential are paramount. If you have any questions or concerns about this then please contact me. [/If]*

Iam able to calculate for you an estimate of the legal expenses involved (including VAT at 20%):

£

Sale

Jordans’ fee

Land Registry documents

**Total**

Please bear in mind that this is only an estimate and may increase due to unforeseen circumstances. I will however contact you should this be the case and you will of course be kept fully informed of developments throughout the transaction.

**Next Steps/Progress Report**

I enclose a leaflet giving you information money laundering. Please read through it carefully and make arrangements to prove your identities to me.

I enclose a copy of our standard Terms and Conditions which you should read through as there is some general information included which will affect the way in which we work as your Solicitors.

I enclose a duplicate copy of this letter which I would ask you to date and sign to show your acceptance of this explanation of the basis upon which we shall be working as your Solicitors and to confirm you have read the Terms and Conditions.

I enclose for your attention a Fittings and Contents Form and a Property Information Form which you need to complete and return to me. These forms will provide the Buyer’s Solicitors with some information about the property and should hopefully smooth the process along by making information available at an early stage. **Please note that the forms must be signed by both Sellers.**

Please make a payment on account of your costs of £100.00. I confirm that this money will not be used in full immediately and any surplus will be off-set against your legal expenses when the time comes to issue you with a bill and completion statement. Payments can be made by cash or cheque sent to this office or directly into our Bank Account with Lloyds TSB, Sort Code: 30-90-88 Account Number: 18615068. Payments can also be made by credit/debit card, in person or over the phone. Payments made by credit card are subject to a 2.5% surcharge.

If you have any comments or questions then please do not hesitate to contact me, otherwise I look forward to hearing from you in response to this letter.

Yours sincerely

«Sender.FullName»

«Sender.JobTitle»

**JORDANS**

Email: «Sender.Email»

Enc.