${owner\_solicitor\_name}

${owner\_solicitor\_full\_address\_br}

${date}

Dear ${owner\_solicitor\_dear},

**Re: ${property\_full\_address}**

**Your Client: ${owner\_name}**

We are pleased to confirm that we have negotiated the sale of the above property, (subject to contract).

Please find enclosed a copy of the Memorandum Of Sale, together with a copy of the sales particulars for your information.

If you require any further information please do not hesitate to contact us.

Yours sincerely,

${negotiator\_name}

Enc. Memorandum of sale

${applicant\_name}

${applicant\_full\_address\_br}

${date}

Dear ${applicant\_dear},

**Re: ${property\_full\_address}**

We are delighted to be able to write and confirm that your offer of ${offer\_amount\_formatted} (${offer\_amount\_in\_words}) on ${property\_full\_address} has been agreed by the vendor subject to contract and survey, to include Carpets and curtains included, as per the conditions detailed in the attached Notification of Sale.

We have written to your solicitors, ${applicant\_solicitor\_name} and also to the vendors solicitors ${owner\_solicitor\_name} who will act together in moving the sale on.

We very much hope that this sale will go through successfully and if you have any queries, please do not hesitate to contact me.

Yours sincerely,

${negotiator\_name}

Enc. Memorandum of sale

${owner\_solicitor\_name}

${owner\_solicitor\_full\_address\_br}

${date}

Dear Sirs,

**Re: Sale of ${property\_full\_address}**

**Your Client: ${owner\_name}**

We are pleased to confirm that we have negotiated the sale of the above property (subject to contract).

Please find enclosed a copy of our Memorandum of Sale, together with a copy of the sales particulars for your information. We would be grateful if you could arrange for a Draft Contract to be sent to the buyers Solicitors.

If you require any further information please do not hesitate to contact us.

Yours sincerely,

${negotiator\_name}

Enc. Memorandum of sale

${owner\_name}

${owner\_full\_address\_br}

${date}

Dear ${owner\_dear},

**Re: ${property\_full\_address}**

We are delighted to be able to write and confirm that on your instructions, we have now agreed terms with regard to the sale of the Freehold interest in the above property to ${applicant\_name} in the sum of ${offer\_amount\_formatted} (${offer\_amount\_in\_words}) subject to contract and survey, to include Carpets and curtains included, as per the conditions detailed in the attached Notification of Sale.

We have written to your solicitors, ${owner\_solicitor\_name} asking them to forward a draft contract (and copy lease) to the purchaser's solicitors, ${applicant\_solicitor\_name}, as soon as possible.

We very much hope that this sale will go through successfully and if you have any queries, please do not hesitate to contact me.

Yours sincerely,

${negotiator\_name}

Enc. Memorandum of sale

**NOTIFICATION OF SALE**

**SUBJECT TO CONTRACT**

|  |  |
| --- | --- |
| **PROPERTY:** | ${property\_full\_address} |
| **DATE:** | ${date} |
| **VENDOR:** | ${owner\_name} |
| **VENDOR SOLICITOR:** | ${owner\_solicitor\_name}  ${owner\_solicitor\_full\_address\_br}  ${owner\_solicitor\_telephone\_number} |
| **PURCHASER:** | ${applicant\_name} |
| **PURCHASER SOLICITOR:** | ${applicant\_solicitor\_name}  ${applicant\_solicitor\_full\_address\_br}  ${applicant\_solicitor\_telephone\_number} |
| **PRICE AGREED:** | ${sale\_amount} |
| **TENURE:** | ${tenure} |
| **LOCAL AUTHORITY:** |  |
| **COMMENTS:** |  |