${applicant\_name}

${applicant\_full\_address\_br}

${date}

Dear ${applicant\_dear},

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

Further to our telephone conversation today I confirm that you have withdrawn your offer of ${offer\_amount\_formatted} (${offer\_amount\_in\_words}) for the above mentioned property.

I have notified the vendors of the property. If I can be of any further assistance to you in the future please do not hesitate to contact me.

Yours sincerely,

${negotiator\_name}

${owner\_name}

${owner\_full\_address\_br}

${date}

Dear ${owner\_dear},

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

Further to our telephone conversation I confirm that ${applicant\_name} has withdrawn their offer for your property.

I will of course continue to market your property as discussed. However, if I can be of any further

assistance to you, at this time, do not hesitate to contact me.

Yours sincerely,

Chris Tipping