${applicant\_solicitor\_name}

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

${date}

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

With reference to our mutual client(s) ${applicant\_name} I now enclose our account with respect to the sale of the above property.

Thank you for your help during the course of this sale and I look forward to receiving payment on completion of the sale. A copy of the account has been sent to my client(s).

Yours sincerely,

${negotiator\_name}

Invoice in reference to: **${property\_full\_address}**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Amount** | **V.A.T** | **Total** |
| Sale Price - $(sale\_amount} | £ | £ | £ |
| **Total** | **£** | **£** | **£** |
| **Balance** |  |  | **£** |

${applicant\_name}

${applicant\_full\_address\_br}

${date}

Dear ${applicant\_dear},

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

I write to inform you that contracts have been exchanged in your sale of the above property.

We have forwarded a copy of your account to your solicitors, ${applicant\_solicitor\_name}.

I shall be informing you of our continuing progress on this matter. If I can be of any further assistance to you at this time, please do not hesitate to contact me.

Yours sincerely,

${negotiator\_name}