



13-21 High Street Guildford Surrey GU1 3DG Tel: 01483 456 231 www.amgltd.co.uk

Date: [Todays Date]

OUTSTANDING PAPERWORK

[Estate Agents A1]
[Estate Agents A2]
[Estate Agents A3]
[Estate Agents A4]
[Estate Agents A5]
[Estate Agents A6]

Dear Sirs,

Re: [Addr 1, Addr 2, Addr 3, Town, County, Postcode]

AMG Ref: [AMG Ref]

With reference to your marketing instructions for the above property, please provide the following outstanding paperwork –

[Outstanding Paperwork]

Please ignore this request if you have already sent this information, but please note that failure to do so may affect any future instructions you might receive.

Thank you for your assistance.

Yours faithfully

[User Name]

THE ASSET MANAGEMENT GROUP