Your Ref : <<Loan\_Bank\_Solicitor\_Ref>>

Our Ref : <<FileNo>>/<<RelatedFileNo>>

Date : [TodayDate]

|  |  |
| --- | --- |
| **Messrs. <<VendorFirm\_FirmName>>**  <<VendorFirm\_Address>>  <<VendorFirm\_Address2>>  <<VendorFirm\_Address3>>  <<VendorFirm\_PostCode>> <<VendorFirm\_City>>, <<VendorFirm\_State>> | By Hand/Courier/Post/Fax  Tel: <<VendorFirm\_Phone>>  Fax: <<VendorFirm\_Fax>> |

Dear Sirs,

Re: Facility: [F3] of [M25] (inclusive of MRTA: [M6], Legal Fee: [M23] & Valuation Fees of [M24])

|  |  |  |
| --- | --- | --- |
| Financier | : | <<BankName>> |
| Customer(s) | : | <<CustomerFullName>> |
| Purchaser(s) | : | <<CustomerFullName>> |
| Vendor(s) | : | <<VendorFullName>> |
| Property | : | a unit of <<Strata\_Building\_Type>> bearing postal address [P1PropertyAdr] held under Individual/Strata Title <<Strata\_Parcel\_No>> |

We refer to the above matter and to your letter dated 27th March, 2019.

2. We hereby confirm as follows :-

* 1. the Purchaser(s) has yet to settled in full the differential sum due between the Purchase Price and the loan sum of [M4];
  2. the Purchaser(s) has/yet to also deposited with us the requisite stamp duty and registration fee payable for the Memorandum of Transfer and Notice of Withdrawal of Private Caveat;
  3. the Completion Date of the Sale and Purchase Agreement is on [Date3] and the Extended Completion Date is on [Date4];
  4. the Memorandum of Transfer in favour of the Purchaser(s) has been duly executed by the Vendor(s) and the Purchaser(s) and the same is in our possession;and
  5. the Purchaser(s) had lodged a Private Caveat towards the Property and has executed and deposited with us the relevant Notice of Withdrawal of Private Caveat.

3. We enclosed herewith the followings document s for your further action:-

* 1. Certified true copy of the Vendor(s) and Purchaser(s) national identity card;
  2. Certified true copy of the current quit rent and assessment receipt;
  3. Certified true copy of the Sale and Purchase Agreement dated [Date1];
  4. Statutory Declaration of non-bankruptcy by the Vendor(s) duly executed, attested and stamped;
  5. Letter of Undertaking by the Vendor(s) dated [TodayDate];
  6. Our letter of undertaking address to your Financier client;
  7. Duly executed Withdrawal of Private Caveat (Borang 19G);and
  8. Photocopy of Issuance of title/strata title to the said Property.

4. We have written to the existing financier, **<<BankName>>** for the redemption statement/Letter of Undertaking and shall forward the same to you upon receipt of the same from **<<BankName>>** together with the remaining documents as requested for in your letter under reference.

5. We shall be pleased if you could kindly let us have your financier clients’ Letter of Undertaking issued in favour of the Vendor(s) to release the financing sum of [M4] to us as stakeholders within seven (7) days from date of presentation of the relevant transfer and charge documents for registration

Kindly acknowledge receipt of the aforesaid documents on the copy of our letter hereto.

Yours faithfully,

*for* **Law Chambers of Low & Yow**

**YOW KIAN HOOI**

Encls.

|  |  |  |
| --- | --- | --- |
| c.c | <<VendorFullName>>  <<VendorAddress>>  <<VendorAddress2>>  <<VendorAddress3>>  <<VendorPostCode>> <<VendorCity>>, <<VendorState>> | By Post/WhatsApp |
|  |  |  |
| c.c | <<CustomerFullName>>  <<CustomerAddress>>  <<CustomerAddress2>>  <<CustomerAddress3>>  <<CustomerPostCode>> <<CustomerCity>>, <<CustomerState>> | By Post/WhatsApp |

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