**PRECEDENT LETTER TO SOLICITOR**

[ INSERT YOUR NAME AND ADDRESS ]

[ ]

[ ]

[ ]

[ EMAIL ]

[ TELEPHONE ]

[ DATE ]

[ SOLICITORS ADDRESS ]

[ ]

[ ]

[ ]

[ SOLICITOR’S REFERENCE – if known ]

Dear Sirs

**Re: [ PROPERTY ADDRESS ]**

I write in relation to our purchase of the above property. You were instructed in relation to the conveyancing.

I am considering a number of matters and would like our conveyancing file to be supplied to us please.

I understand that parts of the file belong to me, and this would include final documents produced as part of the purpose of the retainer (like the contract of sale and enquiries put to the seller) and those documents you received as agent for me (such as the replies to any enquiries, property information form or other information supplied by the seller’s solicitor regarding the property on behalf of the seller).

I should be grateful if this could be supplied to me as soon as possible and if there are any other requirements you have, please could you notify me of these as soon as possible.

Yours sincerely

[ SIGN NAME ]

[ PRINT NAME ]