

Notice to Complete Template Letter

[NAME OF SOLICITOR]

[ADDRESS OF SOLICITOR]

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To: [Name of the buyer or seller] of [Address of buyer or seller] (Buyer/Seller).

From: [Name of the buyer or seller] of [Address of buyer or seller] (Buyer/Seller).

Notice to complete

'Contract' meaning a contract for the sale of the Property made between the Seller and the Buyer dated [Date of Contract].

'Condition' meaning any one of the Standard Conditions of Sale (Fifth Edition) as incorporated in the Contract.

'Property' meaning the [Property Address as Stated in the Contract]

We give notice that:

1. The sale of the Property did not occur by [Time Stated in Contract] on the completion date specified in the Contract;
2. [The Seller/Buyer] is ready, able and willing to complete;
3. [The Seller/Buyer] requires [the Buyer/Seller] under Condition 6.8 to complete the Contract; [and]
4. The Contract is to be completed within ten working days of this notice being given, excluding the day on which it is given. For this purpose time is of the essence. [In the event of failure to comply with this notice to complete, the provisions of Condition [7.4 or 7.5] will apply][. or; and]
5. [Under Condition 6.8.3, the Buyer must forthwith pay [a deposit of 10 per cent or a further deposit equal to the balance of 10 per cent].] – *include if exchanged with less than a 10% deposit*

We ask you to acknowledge receipt of this notice to complete by signing and returning the enclosed copy notice.

[Solicitor Name], conveyancer for and on behalf of the [Seller/Buyer]

Date:.....

We acknowledge receipt of the notice to complete which this is a copy of.

Signed by acting conveyancer:.....

[Solicitor Name], conveyancer for and on behalf of the [Seller/Buyer]

Date:.....

For more help during your conveyancing call our team of conveyancing specialists on **0333 344 3234** or email help@samconveyancing.co.uk