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| --- | --- |
|  | **Our Ref:** **Your Ref:****[ Date }** |

Dear [ ]

**[Property Address]**

We refer to your purchase of the above property in [ date ] and in particular to the sum retained from the purchase price to cover the cost of future common repairs in terms of a Statutory Notices issued by the City of Edinburgh Council. We hold the sum of £--

You may have recently received correspondence from the City of Edinburgh Council advising you that the Notice in respect of which the retention was made has now been cancelled. This is part of an ongoing process by City of Edinburgh Council to resolve the difficulties that arose with the Statutory Notice system. City of Edinburgh Council took the decision to cancel many of the historic Notices. It does not mean the work has been done.

The purpose of the retention was to cover the seller’s future liability under the Notice. As there is no longer a Notice then, in terms of the contract, the seller is entitled to the return of the retained funds as the retained funds were part of the purchase price. Should the work ever be carried out privately it will be the responsibility of the owners who instruct the work. The position has been agreed with the Edinburgh Conveyancers Forum.

The purpose of this letter is to advise you that we have released or will shortly release the retained funds to the solicitor who acted for the seller.

Yours faithfully