

This sample is only an illustration and does not constitute legal advice.

SYC OTP_LOD 003 21082018

SAMPLE
(please modify as circumstances require it)

Date:

By Registered Post

Mr/Mdm (*insert name*)
(*insert his/her current address*)

Dear Sir/ Mdm

SIGNING OF DOCUMENTS RELATING TO THE SALE OF APT BLK (*insert address of property specified in Order of Court*)

Please be informed that pursuant to the Order of Court dated (*insert date of Order of Court*) both parties were ordered to sign, execute or endorse on all documents relating to the sale of the abovementioned property. In default the President/registrar of the Syariah Court shall sign on behalf of the defaulting party.

2. Pursuant to paragraph (*insert paragraph number(s) which expressly states this*) of the Court Order, I have sole conduct of the sale of, and the sole authority to determine the selling price of the property (*or I have sole conduct of the sale of the property to be sold at the sale price of \$..... (state sale price indicated in Order of Court).*

3. I have secured a buyer who is willing to purchase the property at \$..... I enclose herewith a copy of the Option to Purchase.

3. If you fail to sign the Option to Purchase and return the same to me within the time provided in the Order of Court, I have no alternative but to request the President/registrar of the Syariah Court to sign the Option to Purchase on your behalf.

4. Your cooperation is greatly appreciated.

Yours sincerely
