

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject Title - e.g., Agreement for Immovable Property Transaction]

I am writing to formally address the transaction concerning the immovable property located at [Property Address].

This letter serves to outline the terms and conditions agreed upon for the sale/purchase/rental of the aforementioned property.

1. ****Property Description****:

- [Brief description of the property including boundaries, type, etc.]

2. ****Parties Involved****:

- Seller: [Seller's Name and Details]

- Buyer: [Your Name and Details]

3. ****Transaction Amount****:

- The agreed total price for the property is [Amount in Words and Figures].

4. ****Terms of Payment****:

- [Detail payment terms, deposit, financing, etc.]

5. ****Closing Date and Conditions****:

- The closing date will be on [Date], subject to [any conditions].

6. ****Additional Terms****:

- [List any other terms, contingencies, or agreements.]

Please confirm your acceptance of these terms by signing below and returning a copy of this letter by [Response Date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Accepted by:

[Recipient's Signature]

[Recipient's Printed Name]

[Date]