

[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]