

[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],

Re: Acceptance of Offer for [Property Address]

I am pleased to inform you that your offer for the purchase of [Property Address] has been accepted. Below are the details of the agreement:

- Purchase Price: \$[Amount]
- Earnest Money: \$[Amount]
- Closing Date: [Date]
- Any Additional Terms: [Details]

Please review the enclosed documents and feel free to contact me if you have any questions. We look forward to working with you through the closing process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]

[Your Real Estate Agency Name, if applicable]

Enclosures: [List any included documents, if applicable]