

[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],

I am writing to formally accept your offer for the property located at [Property Address]. After careful consideration, I am pleased to confirm my acceptance of the terms outlined in your offer dated [Date of Offer]. The agreed upon purchase price is [Purchase Price], and I understand that the closing date is set for [Closing Date].

I appreciate the opportunity to move forward with this transaction and look forward to working together to finalize the details.

Thank you for your professionalism throughout this process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]