

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

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

Subject: Business Purchase Agreement

Dear [Seller's Name],

This letter serves as a formal agreement between [Your Name/Your Company Name] (the "Buyer") and [Seller's Name/Company Name] (the "Seller") regarding the purchase of [Business Name] located at [Business Address].

1. **\*\*Purchase Price\*\***: The total purchase price for the business shall be [Total Amount] payable as follows: [Payment Terms].

2. **\*\*Assets Included\*\***: The Buyer agrees to purchase the following assets: [List of Assets].

3. **\*\*Liabilities Excluded\*\***: The Buyer shall not assume any liabilities except for [List of Assumed Liabilities, if any].

4. **\*\*Closing Date\*\***: The transaction shall be finalized on or before [Closing Date].

5. **\*\*Contingencies\*\***: The purchase is contingent upon [List of Contingencies, if any].

6. **\*\*Confidentiality\*\***: Both parties agree to maintain confidentiality regarding the terms and conditions of this agreement.

7. **\*\*Governing Law\*\***: This agreement shall be governed by the laws of the State of [State].

Please indicate your acceptance of this agreement by signing below and returning a copy to me by [Response Date].

Sincerely,

[Your Name]

[Your Title, if applicable]

Accepted and Agreed:

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[Seller's Name]

[Date]