

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Subject: Purchase Agreement

Dear [Recipient Name],
This letter serves as a formal purchase agreement between [Buyer Name] ("Buyer") and [Seller Name] ("Seller") regarding the purchase of [Description of Goods/Services] as outlined below:

1. ****Purchase Price:****

The total purchase price for the goods/services shall be [total price] payable by [payment method].

2. ****Description of Goods/Services:****

The following goods/services are to be purchased:

- [Item 1: Description, Quantity]
- [Item 2: Description, Quantity]
- [Item 3: Description, Quantity]

3. ****Delivery Terms:****

The goods/services will be delivered to [Delivery Address] on or before [Delivery Date].

4. ****Warranties:****

The Seller warrants that the goods/services are free from defects and conform to the specifications provided.

5. ****Governing Law:****

This agreement shall be governed by the laws of [State/Country].

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Name]
[Your Title] (if applicable)

[Recipient Name]

[Date]

I, [Recipient Name], hereby agree to the terms and conditions set forth in this purchase agreement.

Signature: _____