

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Purchase Agreement

I am writing to formalize our agreement regarding the purchase of
[describe the items or services being purchased, e.g., "100 units of
Product XYZ"] as discussed on [date of discussion].

The terms of our agreement are as follows:

1. ****Purchase Price:**** [Total amount]
2. ****Payment Terms:**** [e.g., "50% deposit upon signing, remainder upon
delivery"]
3. ****Delivery Date:**** [Date of expected delivery]
4. ****Shipping Information:**** [Any details regarding shipping or delivery]
5. ****Warranties/Guarantees:**** [Any warranties or guarantees provided]

Please review the terms outlined above. If everything is in order, kindly
sign and return a copy of this letter by [specific date]. Should you have
any questions or require adjustments, do not hesitate to contact me at
[your phone number] or [your email address].

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]

[Your Title/Position]

[Your Company Name]