

[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],

Subject: Initiation of Purchase Agreement

I hope this letter finds you well. I am writing to formally initiate the process of a purchase agreement for [briefly describe the item or property, e.g., "the commercial property located at 123 Main Street"]. As we have discussed, I am prepared to proceed with the purchase under the following terms:

1. Purchase Price: [Specify the amount]
2. Deposit: [Specify the amount and terms]
3. Closing Date: [Proposed date]
4. Contingencies: [List any contingencies, if applicable]

I believe that this agreement represents a mutually beneficial arrangement, and I am eager to finalize the details promptly. Please let me know if you require any additional documentation or if there are specific conditions you would like to address.

I look forward to your response and am hopeful we can move forward quickly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]