

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Purchase Agreement

I hope this letter finds you well. I am writing to formally initiate our negotiations regarding the purchase agreement for [specific item or service] as previously discussed.

The terms we have tentatively agreed upon include:

1. ****Purchase Price****: [Amount]
2. ****Payment Terms****: [Details of payment structure]
3. ****Delivery Date****: [Expected delivery date]
4. ****Additional Conditions****: [Any other relevant conditions or requirements]

Please review the terms mentioned above and provide your feedback at your earliest convenience. I believe that finalizing this agreement will be mutually beneficial and pave the way for a successful transaction.

Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Looking forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]