

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

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

Subject: Purchase Agreement Confirmation

Dear [Recipient's Name],

I am writing to confirm our agreement regarding the purchase of [describe the item or property, e.g., "the 2023 Ford Mustang"].

Details of the Agreement:

- **Purchase Price:** \$[amount]
- **Payment Terms:** [e.g., "Full payment due upon delivery"]
- **Delivery Date:** [specify date]
- **Location of Delivery:** [address or location]

Please let me know if the details above are correct and if there is anything else required on my part to complete this transaction.

Thank you for your assistance, and I look forward to finalizing the purchase.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]