

[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 agreement for the purchase of [describe item(s) or property, including any relevant details such as model, serial number, etc.].

\*\*1. Buyer\*\*: [Buyer's Name]

\*\*2. Seller\*\*: [Seller's Name]

\*\*3. Purchase Price\*\*: \$[amount]

\*\*4. Payment Method\*\*: [Cash, Check, Bank Transfer, etc.]

\*\*5. Closing Date\*\*: [date]

\*\*6. Conditions\*\*: [any conditions such as inspections, financing, etc.]

\*\*7. Signatures\*\*:

Buyer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seller Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please confirm your acceptance of this agreement by signing and returning a copy to me.

Thank you.

Sincerely,

[Your Name]