

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Notification of Purchase Agreement

Dear [Recipient Name],

I hope this message finds you well.

We are pleased to inform you that we have finalized the purchase agreement regarding [brief description of the asset/property being purchased, e.g., "the residential property located at 123 Main Street"]. Details of the Purchase Agreement:

- ****Parties Involved:**** [Your Name/Company] and [Recipient Name/Company]
- ****Property Description:**** [Detailed description of the property or asset]
- ****Purchase Price:**** [Total amount]
- ****Closing Date:**** [Date of closing]

Please review the attached agreement and let us know if you have any questions or require further information. We appreciate your cooperation and look forward to a smooth transaction.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name] (if applicable)