

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

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

Dear [Seller's Name],

Subject: Purchase Agreement

This letter serves as a formal agreement for the purchase of
[Item/Property Description] located at [Property Address/Description].

1. ****Purchase Price****: The total purchase price for the property/item shall be [Amount in Dollars].

2. ****Payment Terms****: Payment will be made as follows: [Detail payment terms, e.g., deposit, financing, etc.].

3. ****Closing Date****: The closing of this transaction will occur on or before [Closing Date].

4. ****Contingencies****: This agreement is contingent upon [list any contingencies, such as financing, inspections, etc.].

5. ****Inclusions/Exclusions****: The following items shall be included/excluded from the purchase: [List items].

Please sign below to confirm your acceptance of this offer.

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted by:

[Seller's Signature]

[Date]