

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

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

Dear [Recipient Name],

Subject: Purchase Agreement

This letter serves as a confirmation of the purchase agreement between [Buyer's Name] and [Seller's Name] for the property located at [Property Address].

1. ****Parties Involved****

- Buyer: [Buyer's Full Name]
- Seller: [Seller's Full Name]

2. ****Property Description****

- Address: [Full Address of the Property]
- Legal Description: [Insert Legal Description of the Property]

3. ****Purchase Price****

- The total purchase price for the property is [Amount in Words] (\$[Amount in Numbers]).

4. ****Earnest Money Deposit****

- An earnest money deposit of [Amount] has been made by the buyer.

5. ****Closing Date****

- The closing date is set for [Closing Date].

6. ****Contingencies****

- This agreement is subject to [list any contingencies such as financing, inspection, etc.].

7. ****Additional Terms****

- [Any additional terms or conditions related to the sale].

Please sign and return a copy of this letter to indicate your acceptance of the terms stated herein.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Space for Seller's Signature]

[Seller's Printed Name]

[Date]