

[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: Property Transaction Agreement

I hope this letter finds you well.

I am writing to formally initiate the transaction related to the property located at [Property Address]. This letter outlines the essential details and terms of our agreement for your review and confirmation.

1. **\*\*Property Details\*\***:

- Address: [Property Address]
- Description: [Brief Description of the Property]

2. **\*\*Purchase Price\*\***:

- The agreed purchase price is [Amount in Dollars].

3. **\*\*Deposit\*\***:

- A deposit of [Amount in Dollars] will be made on or before [Date].

4. **\*\*Closing Date\*\***:

- The proposed closing date for this transaction is [Date].

5. **\*\*Contingencies\*\***:

- This transaction is contingent upon [List any contingencies, e.g., inspections, financing, etc.].

Please review this letter and the proposed terms. Should you agree with the details outlined above, kindly sign and return a copy indicating your acceptance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]