

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally accept your proposal for the sale of the property located at [Property Address]. After careful consideration, I believe that your terms are agreeable, and I am excited to move forward with the transaction.

As per our discussions, the agreed sale price is [Agreed Sale Price], with the following conditions:

1. [Condition 1]
2. [Condition 2]
3. [Condition 3]

I kindly request to set a timeline for the closing process and any necessary inspections. Please feel free to suggest a date for our next meeting to finalize the details.

Thank you for this opportunity. I look forward to a smooth transaction.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]