

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

Dear [Buyer's Name],

Subject: Confirmation of Property Sale

I am writing to formally confirm our agreement regarding the sale of the property located at [Property Address].

As per our discussions, the agreed sale price is [Sale Price], and the closing date is set for [Closing Date]. Please find attached any pertinent documents that outline the terms and conditions of the sale.

If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]