

# Purchase Agreement Letter to Seller

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

[Seller's Name]  
[Seller's Company Name, if applicable]  
[Seller's Address]  
[City, State, ZIP Code]

**Subject: Purchase Agreement for [Product/Property]**

Dear [Seller's Name],

I am delighted to confirm our agreement regarding the purchase of [Product/Property] as detailed below:

## **Details of the Purchase Agreement:**

- 1. Product/Property Details:**
  - Description: [Product/Property Description]
  - Model/Serial Number: [If applicable]
- 2. Purchase Price:**
  - Agreed Purchase Price: [Purchase Price]
  - Payment Terms: [Specify terms, e.g., lump sum, installment payments]
- 3. Payment Details:**
  - Payment Method: [Specify method, e.g., wire transfer, check]
  - Payment Due Date(s): [Specify due dates for installment payments]
- 4. Delivery/Transfer Details:**
  - Delivery/Transfer Date: [Date]
  - Delivery/Transfer Location: [Address]
- 5. Condition and Inspection:**
  - Condition of the Product/Property: [Specify condition]
  - Inspection Period: [If applicable]
- 6. Warranties and Guarantees:**
  - Any warranties or guarantees provided: [Specify]
- 7. Closing and Handover:**
  - Closing Date: [Date]

- Handover of Product/Property: [Details of handover process]
- 8. Additional Terms:**
- [Include any additional terms agreed upon]

This purchase agreement is in accordance with the laws of [State/Country], and both parties agree to abide by its terms.

Please review the details and inform me of any necessary adjustments or clarifications. We look forward to completing this transaction smoothly.

**Sincerely,**

[Your Name]

[Your Title]

[Your Company Name]

[Your Signature]

[Date]