

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

[Date]

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

Re: Purchase Agreement for [Property Description/Parcel Number/Address]

Dear [Seller's Name],

Enclosed please find the formal Purchase Agreement for the parcel of land located at [Property Address/Legal Description].

After our recent discussions, I am pleased to submit this offer. The enclosed document outlines the proposed terms and conditions of the sale, including the purchase price of \$[Amount], the requested closing date, and the necessary contingencies for inspections and title clearance.

Please review the agreement at your earliest convenience. If the terms are acceptable, please sign and return a copy to me. If you have any questions or wish to discuss any specific clauses further, please feel free to contact me directly at [Your Phone Number].

Thank you for your time and consideration of this offer. I look forward to working with you to complete this transaction.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Purchase Agreement