

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Official Acceptance of Offer for [Property Address]

Dear [Recipient Name],

Congratulations! I am pleased to officially inform you that your offer to purchase the property located at [Property Address] has been formally accepted by the seller.

This is an exciting milestone, and we are thrilled to move forward with you toward the closing process. Please find the executed Purchase Agreement and all related documents attached to this letter for your records.

As we transition into the next phase of the transaction, please take note of the following upcoming deadlines:

- **Earnest Money Deposit:** Due by [Date] to [Escrow/Title Company Name].
- **Home Inspection:** To be completed by [Date].
- **Financing/Appraisal Contingency:** To be cleared by [Date].
- **Closing Date:** Scheduled for [Date].

Our team is committed to ensuring a smooth transition. We will be in frequent contact with you, your lender, and the title company to coordinate all necessary steps. If you have any immediate questions regarding the next steps, please do not hesitate to reach out.

Once again, congratulations on your new home!

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]