

[Sender Name]
[Sender Title/Company]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

Dear [Recipient Name],

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

The purchase price has been agreed upon at \$[Amount], and the executed contract is attached for your records. This is a significant milestone in your real estate journey, and we are excited to move forward with the next steps of this transaction.

As we transition into the closing phase, please keep the following key dates and requirements in mind:

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

Our team will be working closely with the title company, inspectors, and lenders to ensure a smooth process. Should you have any questions or require further clarification regarding the contract terms, please do not hesitate to reach out.

Once again, congratulations on your successful offer. We look forward to a successful closing.

Sincerely,

[Signature]

[Sender Name]