

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

RE: Acceptance of Offer for [Property Name/Address]

Dear [Recipient Name],

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

The executed Purchase and Sale Agreement is attached to this correspondence for your records. We have reached a significant milestone in this transaction, and we look forward to a smooth closing process.

Please take note of the following upcoming key dates as outlined in the agreement:

- **Earnest Money Deposit Due:** [Date]
- **Due Diligence Period Expiration:** [Date]
- **Closing Date:** [Date]

Our team is ready to assist with any documentation or site access required during the inspection and due diligence phase. Please ensure your legal counsel and lending institution are notified immediately to begin their respective processes.

We are excited to move forward with you on this acquisition. If you have any immediate questions, please contact me directly at [Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company]