

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

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

This is an exciting step toward growing your real estate portfolio. The purchase price has been confirmed at \$[Amount], and the effective date of the contract is [Date].

Below are the immediate next steps to ensure a smooth closing process:

- **Earnest Money:** Please deposit the earnest money of \$[Amount] by [Date].
- **Inspections:** We have scheduled the property inspections for [Date/Time].
- **Financing:** Please notify your lender immediately to begin the formal appraisal and underwriting process.
- **Due Diligence:** We will begin reviewing existing leases, rent rolls, and maintenance records.

Our team is dedicated to managing the details of this transaction to ensure it aligns with your investment goals. We will provide you with regular updates as we move toward the closing date of [Closing Date].

Should you have any questions regarding the contract or the upcoming milestones, please do not hesitate to contact me directly.

Congratulations once again on securing this investment opportunity.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]