

[Brokerage Logo/Header]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Congratulations! We are thrilled to inform you that your offer for the property located at **[Property Address]** has been officially accepted.

This is a significant milestone in your real estate journey, and we are honored to have represented you in this transaction. Our team is committed to ensuring the remainder of the process moves forward smoothly as we head toward closing.

Next Steps:

- **Earnest Money:** Please ensure your deposit is delivered by [Date/Time].
- **Inspections:** We have scheduled/need to schedule inspections for [Date].
- **Financing:** Please notify your mortgage lender immediately to finalize your loan application.

We will be in constant contact with you regarding deadlines, documentation, and any requirements from the title company or escrow officer. If you have any questions in the meantime, please do not hesitate to reach out to your agent, [Agent Name], at [Agent Phone Number].

Once again, congratulations on your new home!

Sincerely,

[Agent Signature]

[Agent Name]

[Brokerage Name]

[Office Phone Number]

[Website Address]