

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Acceptance of Cash Offer for [Property Address]

Dear [Buyer Name],

I am writing to formally accept your cash offer dated [Date of Offer] to purchase the property located at [Property Address] for the amount of \$[Purchase Price].

I have reviewed the terms and conditions outlined in your proposal and find them acceptable. As this is a cash transaction, I understand that there are no financing contingencies and that we are moving toward an expedited closing.

The following steps will be taken to finalize the closing process:

- Signed Purchase Agreement: I have enclosed the signed contract for your records.
- Earnest Money: Please provide proof of the earnest money deposit to [Title Company/Escrow Agent Name] by [Date].
- Closing Date: We have agreed to a closing date of [Closing Date].
- Closing Location: The closing will take place at the offices of [Title Company Name].

Please let me know if you require any further documentation or information to complete the title search and prepare the final deed. I look forward to a smooth and successful closing.

Sincerely,

[Your Signature]

[Your Printed Name]