

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Seller Name]
[Seller Address]

RE: Finalization of All-Cash Purchase for [Property Address]

Dear [Seller Name],

I am writing to formally confirm the finalization of the all-cash purchase for the property located at [Property Address].

As per our Purchase Agreement dated [Date], this letter serves as notice that all contingencies have been met or waived. I have verified that the full purchase price of \$[Amount] is available in liquid funds and is ready for transfer.

Please find the following documents/information attached or enclosed:

- Updated Proof of Funds / Bank Letter
- Signed Closing Disclosures
- Wire Transfer Instructions Confirmation

The closing is scheduled to take place on [Closing Date] at [Time] at the offices of [Title Company/Closing Attorney Name]. I will initiate the wire transfer of the total balance due no later than [Number] hours prior to the appointment to ensure a smooth transition of title.

I look forward to completing this transaction and receiving the keys to the property. Should you have any final questions, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]