

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

[Date]

[Buyer's Name]
[Buyer's Address]

RE: Formal Acceptance and Next Steps for the Sale of [Property Address]

Dear [Buyer's Name],

I am pleased to confirm our agreement regarding the purchase of the property located at [Property Address]. To ensure a smooth transition and a timely closing, I have outlined the legal paperwork and the final steps required to close the deal.

Attached to this letter, you will find the following documents for your review and signature:

- The Residential Purchase Agreement (Sales Contract)
- Property Disclosure Forms
- Lead-Based Paint Disclosure (if applicable)

Please review these documents carefully. Once signed, please return a copy to me so we can initiate the formal escrow process. I recommend that you also share these documents with your legal counsel or title company.

Key Closing Milestones:

- **Earnest Money Deposit:** To be deposited with [Title Company/Escrow Agent Name] by [Date].
- **Inspection Period:** To be completed by [Date].
- **Financing Commitment:** To be secured by [Date].
- **Closing Date:** Scheduled for [Date] at the office of [Title Company Name].

I am committed to a transparent and efficient process. If you have any questions regarding the paperwork or wish to schedule a final walkthrough, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]