

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Sale on Approval

Dear :

Thank you for your quick response to my question regarding the sale of the . Due to the value of this item, your approval was needed before an offer could be considered. However, your prompt approval ensured a success in the sale.

Once again, thank you. Your assistance in this matter has been much appreciated. If you have any concerns, please do not hesitate to contact me.

Sincerely,

N A M E