

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: Confirmation of Purchase Agreement

Dear :

Thank you for your recent purchase of a home entertainment system. I am sure that you will be please with your system. It is one of the best in the market. I have enclosed the purchase agreement that we discussed. You may contact me if you have any questions.

Thank you for your purchase.

Sincerely,

N A M E