

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

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name Property in City, State

Dear Name:

Please contact my office to set an appointment to come in later this week or early next week to execute a contract for the sale and purchase of the property. We will be able to confirm the actual terms that Name will agree to at that time.

Please call my secretary to schedule an appointment. With kindest regards, I am

Sincerely yours,

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