

Acknowledgment of Purchase Offer

Date: [Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the receipt of your purchase offer dated [Offer Date] for the property located at [Property Address]. We appreciate your interest in this property and your efforts in submitting the offer.

Our team is currently reviewing the details of your offer and will get back to you as soon as possible regarding our decision.

Thank you once again for your offer. Should you have any questions in the meantime, please feel free to reach out to us.

Sincerely,

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