

# Confirmation of Purchase Offer Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the submission of my purchase offer for [Property/Item Name] on [Submission Date]. The offer amount is [Offer Amount], and I have included all necessary documentation for your review.

Please feel free to contact me if you have any questions or require further information. I look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]