

Commercial Property Transaction Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the details of the commercial property transaction regarding [Property Address or Description]. This letter serves as an official acknowledgment of the agreement reached between [Buyer's Name] and [Seller's Name].

Transaction Details:

- **Property Address:** [Insert Address]
- **Purchase Price:** [Insert Price]
- **Closing Date:** [Insert Date]
- **Buyer:** [Insert Buyer's Name]
- **Seller:** [Insert Seller's Name]

Please review the above details and confirm that they meet your understanding of the agreement. Should you have any questions or require further documentation, do not hesitate to contact us.

Thank you for your cooperation and we look forward to a successful transaction.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]