

## PURCHASE AGREEMENT LETTER

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## Introduction

Purchase agreement can be made between any parties on the conditions, terms and provisions specified in the drafted legal letter. The importance of such letter is that it gives formal form for the conduct of businesses activity in its true form and merit

## Purchase Agreement Letter Tips

Tips for writing purchase agreement letter

- The letter should be direct, simple and exclusive
- The letter should clearly state all aspects of clauses and provisions
- The letter should make clear the clauses from both sides
- The role and duties of each parties should be specified in it
- The provisions laid out in the letter should be in tune to the legal clauses existing in each province and country
- If you find it difficult to draft one for you, you should seek the legal help of some good professional who can help you out from this

## Sample Purchase Agreement Letter

Subject: Purchase agreement letter

Respected Sir/Madam,

This is in line with the mutual talk held between us regarding the purchase of your house. The house and 10 cents of land that add to the total value of Rs 25, 00000 in the Thannimala Village in the Kochi district has all the registration work done in the Kochi Corporation. The house is 10 years old and is more or less in the good and useful condition that need not have any extended work or renovation done. Agreed to such condition, we mutually prepare this agreement letter to purchase your home.

As per the agreement, you are expected to hand over the token advance of Rs one lakhs in this coming Monday and the rest amount will be paid within the month of November 2013. And moreover, all the papers and related documents regarding the asset, value, ownership, debt-free status will be shown to you on the day that you hand over the token advance and will be transferred in your name on the very day you hand over the full cash amount to me. Hope that the conditions and provisions and caused being drafted in this letter are clear. In case if you need any sort of clarification in this regard, please contact me.

Or if you feel that the letter is fine in its wordings and spirit please sign in the space provided below to approve the content being drafted here.

Yours sincerely,

Thanking you,

Yours sincerely,

JairamKamath

## Purchase Agreement Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject - \_\_\_\_\_ (Mention the purpose)

Respected \_\_\_\_\_ (Name)

Kindly note that this letter is to give legal form for the mutual agreement between me (seller) \_\_\_\_\_ (your name) and the buyer \_\_\_\_\_ (buyer's name) regarding the purchase of my house. The house and 10 cents of land that add to the total value of Rs \_\_\_\_\_ (mention the cost) in \_\_\_\_\_ (location) has all legal work regarding it being done. Agreed to such condition, we mutually prepare this agreement letter to sale of my home.

Hope you will get back to me very early

Thanking you.

Sincerely,

Name and signature

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