

Purchase Agreement Letter

Dear [Seller's Name],

I am writing to confirm our agreement to purchase the [Product/Service] from your company, [Seller's Company Name]. After careful consideration, we believe that your product/service meets our needs and we are excited to move forward with this purchase.

As discussed, the terms of the purchase are as follows:

Product/Service: [Product/Service Name]

Quantity: [Quantity]

Price: [Price]

Delivery Date: [Delivery Date]

We agree to pay the full amount of [Price] in [Payment Terms] upon receipt of the [Product/Service].

We also understand that any additional fees, such as shipping or taxes, will be our responsibility.

We appreciate your prompt attention to this matter and look forward to receiving the

[Product/Service] by the agreed-upon delivery date. Please confirm that you have received this agreement and that it accurately reflects the terms of our agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Company Name]