

Contract Letter

Dear _____,

This letter is in reference to our recent _____, during which we discussed my intent to purchase _____.

I am writing to verify my purchase of _____. As discussed, I will be paying _____ for _____. I will pay via { **money order.** }, according to the following terms:

As referenced in our { **phone call.** }, my purchase of _____ is contingent upon _____.

Please indicate your approval of this agreement by signing in the appropriate space below, and returning this letter to me via _____.

Thank you very much for your time and consideration.

Sincerely,

Signed:

{Recipient Name}

{Recipient Signature}