Date:

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_ with Keller Williams Arizona Realty. I represent the \_\_\_\_\_\_\_\_\_\_(buyer/seller), \_\_\_\_\_\_\_\_\_\_\_\_\_\_(buyer/seller’s name) on the sale/purchase of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(address). I look forward to working together!

Please find the fully executed purchase contract attached. (Be sure to include any additional addenda, counteroffers, especially HOA)

Here are the highlights:

* Purchase Price:
* Earnest Money
* Seller Concessions (state “no seller concessions” if none)
* Home Warranty (If included, who’s ordering it, what plan is it, who’s paying for it and how much)
* HOA (Yes or No and include agreed upon terms/costs)
* Close of Escrow Date
* Client information (first and last names, home mailing address, e-mail addresses and phone numbers)

Please be sure to copy me on all correspondence via e-mail.

Lender:

Title:

Listing Agent:

Buyer’s Agent:

I look forward to working with you in making this a great experience for \_\_\_\_\_\_\_\_\_\_\_\_\_ (client name(s))

Sincerely,

(Your name and information)