[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF EXERCISE OF PURCHASE OPTION**

Dear [CONTACT NAME],

Please accept that the undersigned, nominee [NAME], has chosen to exercise and accept the option given by you, on [DATE], for the purchase of the property at [FULL ADDRESS], and agrees to all its terms and provisions.

We would like to thank you for your collaboration. We will be contacting you soon to finalise an agreement.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]