

Date: [eg. 1 July 2019]

[Real Estate Agent's name, eg. LJ Hooker]

[Real Estate Agent's Address]

Dear Sir/Madam,

RE: [eg. Purchaser's name] PURCHASE FROM [eg. Vendor's name]

PROPERTY: [eg. Property's Address]

[eg. LOT xxx DP xxxxxx]

We confirm this matter has now settled and we authorise your office to account to the Vendor for the deposit held herein.

Yours faithfully,

[eg. Purchaser's signature]

[eg. Purchaser's signature]