(Your Name)  
(Company Name)  
(Your Address)

(Date)

(Recipient’s Name)  
(Recipient’s Company)  
(Recipient’s Mailing Address)

Dear (Mr. Mrs. Ms. Last Name)

Our team at (your company name) had discussed with you the opportunity to buy land for our boss’s office on (date). We hope to start working on this initiative with you.

On (date) we discussed the different issues arising with this. We had a look at this land on this date. The amount we can give for the land is (state amount). If you want to adjust it in any way, please feel free to contact us.

Sincerely,

(Your Name)