

# Sample Sale Agreement Letter

**This Sale Agreement** ("Agreement") is entered into on this 15th day of December, 2024, by and between:

**SELLER:** Alex Johnson, residing at 123 Maple Street, Springfield, IL, and

**BUYER:** Taylor Smith, residing at 456 Oak Avenue, Lincoln, IL.

**1. Description of Goods** The Seller hereby agrees to sell, and the Buyer agrees to purchase, the following goods:

**Description:** Smartphone, Model ABC123, 128GB Storage, Black Color **Sale Price:** \$300

**2. Payment Terms** The Buyer agrees to pay the total purchase price of \$300 in one lump sum via cash. Payment shall be completed by December 20, 2024.

**3. Warranties and Representations** The Seller warrants that the goods:

- Are free from any liens or encumbrances.
- Are being sold in used condition and with no additional warranties unless explicitly stated.

**4. Delivery Terms** The goods shall be picked up by the Buyer at 123 Maple Street, Springfield, IL, no later than December 18, 2024. Risk of loss shall transfer to the Buyer upon pickup.

**5. Dispute Resolution** In case of disputes, the parties agree to resolve the matter through negotiation before seeking legal remedies.

**6. Governing Law** This Agreement shall be governed by the laws of the State of Illinois.

**7. Entire Agreement** This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements.

## SIGNATURES

Seller: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_