

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Executed Contract - Subject to Sale Approval

Dear [Recipient Name],

This letter serves as formal notification that a contract has been duly executed between [Buyer Name] and [Seller Name] on [Date of Execution] regarding the property located at [Property Address].

Please be advised that this contract is contingent upon the final approval of the sale by [Name of Approving Authority/Entity, e.g., The Board of Directors, The Court, or The Lender].

The specific terms regarding this contingency are as follows:

- **Approval Deadline:** [Date]
- **Required Documentation:** [List any specific documents required, if applicable]

We will notify all parties immediately once the approval has been granted or if any further information is required to satisfy this condition. Upon receipt of written approval, the contract shall proceed according to the remaining terms and timelines established therein.

Should you have any questions regarding the status of this approval, please contact [Name of Contact Person] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]