

[Date]

[Seller Name]

[Seller Address]

[City, State, Zip Code]

RE: Offer to Purchase Multi-Family Property at [Property Address]

Dear [Seller Name],

I am writing to express my formal interest in purchasing your multi-family property located at [Property Address]. I have been looking for an investment opportunity in this area and believe your property fits my current criteria.

I am prepared to offer a purchase price of \$[Amount]. Please note that this is an "**As-Is**" **cash offer** (or specify if financing). This means:

- **No Repairs Required:** I will purchase the property in its current state. You will not be responsible for any renovations, cleaning, or code compliance updates.
- **Flexible Closing:** I can close on the date of your choosing, whether you need a quick 14-day close or a longer period to transition.
- **Tenants:** I am willing to take over the property with the existing tenants and leases in place.
- **No Commissions:** Since I am reaching out directly, there are no real estate agent commissions involved in this transaction.

This offer is contingent upon a standard walkthrough inspection and a review of the current rent roll and expenses. Aside from these formalities, I intend to make this a simple and hassle-free process for you.

Please let me know if you are interested in discussing this further. I am available at [Your Phone Number] or [Your Email Address] at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Company Name, if applicable]

[Your Phone Number]