

[Your Name/Company Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Property Owner Name]
[Property Owner Address]

RE: Offer to Purchase Property at [Property Address]

Dear [Property Owner Name],

I am writing to express my interest in purchasing your multi-family property located at [Property Address]. I understand that there are currently vacant units at this location, and I am interested in acquiring the property in its current condition.

My formal offer is as follows:

- **Purchase Price:** \$[Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Closing Date:** [Number] days after acceptance.
- **Inspection Period:** [Number] days for physical and financial due diligence.
- **Financing:** [Cash / New Loan / Seller Financing]

I am prepared to move quickly and can offer a flexible closing timeline to suit your needs. Because I am looking for properties with vacancies, I am comfortable handling any deferred maintenance or repairs that may be required.

This offer is valid until [Expiration Date/Time]. Please let me know if you would like to discuss this further or if you have any questions regarding these terms.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]