

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

[Date]

[Seller's Name]
[Property Address]
[City, State, Zip]

Dear [Seller's Name],

Congratulations on reaching this pivotal stage in the sale of your property. My primary goal is to ensure we do not just close the deal, but that we secure the highest possible net proceeds for you at the closing table.

To implement our **Top Dollar Closing Strategy**, we will be focusing on the following three pillars over the next few days:

- **Leveraged Negotiation:** We are currently managing multiple points of interest. I will be using the current market momentum to push buyers toward their absolute maximum price ceiling while minimizing seller concessions.
- **Vetting Certainty:** A high offer is only valuable if it closes. I am personally verifying the "quality of funds" for our lead offers, including speaking with lenders to ensure there are no appraisal or financing hurdles that could cost you money later.
- **Risk Mitigation:** We will structure the final contract to include tight timelines and non-refundable deposits where possible, protecting you from "deal fatigue" and ensuring that every day off the market is compensated.

My objective is to move from "Under Contract" to "Closed" with zero "price chipping" from the buyer's side. I will contact you on [Day of Week] at [Time] to review the final net-sheet calculations and select the winning offer.

I look forward to delivering a premium result for you.

Sincerely,

[Your Signature]

[Your Printed Name]