

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

[Date]

[Seller Name or Listing Agent Name]  
[Company Name, if applicable]  
[Property Address]

**RE: Letter of Intent - Purchase Offer for [Property Address]**

Dear [Seller Name],

Please accept this letter as a formal offer to purchase the multi-family property located at [Property Address]. This offer is submitted "sight-unseen" to expedite the process and demonstrate our serious interest in the asset.

**Proposed Terms:**

- **Purchase Price:** \$[Amount]
- **Earnest Money Deposit:** \$[Amount] to be held in escrow.
- **Due Diligence Period:** [Number] days from the effective date to conduct full physical inspections, unit walk-throughs, and financial audits.
- **Financing:** [Cash / Conventional Loan / Hard Money]
- **Closing Date:** [Number] days after the expiration of the Due Diligence Period.

**Conditions of Offer:**

1. Review and approval of current rent rolls and profit/loss statements.
2. Satisfactory physical inspection of all units and common areas.
3. Clear and marketable title to be provided at closing.

This offer is valid until [Date/Time]. We are prepared to move quickly toward a formal Purchase and Sale Agreement upon acceptance of these terms.

Sincerely,

[Your Signature]

[Your Printed Name]