

Date: [Insert Date]

To: [Seller Name]
c/o: [Listing Agent Name]

Re: Offer for [Property Address]

Dear [Seller Name],

Thank you for the opportunity to view your home. We truly appreciate the [mention a specific feature, e.g., well-maintained garden / open floor plan] and can see ourselves living there.

We are pleased to submit an offer of \$[Insert Dollar Amount] for the purchase of your property. While we understand this is below your current asking price, our offer is based on [mention reason: e.g., recent comparable sales in the area / estimated cost of necessary repairs].

To demonstrate our strength as buyers, we have included the following terms:

- **Financing:** We are pre-approved for a conventional loan. A copy of our pre-approval letter from [Lender Name] is attached.
- **Earnest Money:** We are prepared to deposit \$[Insert Amount] into escrow immediately upon acceptance.
- **Inspection:** We request a [Insert Number] day period for home inspections.
- **Closing Date:** We are flexible but suggest a closing date of [Insert Date].

We are highly motivated to move forward and have our financing secured to ensure a smooth and timely closing process. Thank you for considering our proposal. We look forward to hearing from you.

Sincerely,

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