

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

[Date]

[Seller Name]  
c/o [Listing Agent Name]  
[Brokerage Name]

**RE: Offer for [Property Address]**

Dear [Seller Name/Listing Agent Name],

Thank you for the opportunity to view your property at [Property Address]. I have been following the listing for some time and appreciate the features it offers.

After reviewing the current market conditions and noting that the property has been active on the market for [Number] days, I would like to submit an offer of \$[Offer Amount].

This offer is based on a comparative analysis of recent sales in the area and takes into account the length of time the property has been listed. My goal is to facilitate a smooth, efficient transaction that allows you to move forward with your next steps.

**The key terms of my offer are as follows:**

- **Purchase Price:** \$[Offer Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Financing:** [e.g., Conventional Loan / Cash / Pre-approved for Amount]
- **Inspection Period:** [Number] days
- **Closing Date:** [Date]

I am prepared to move quickly and can be flexible regarding the closing timeline to suit your needs. I have attached my [Pre-approval Letter / Proof of Funds] for your review.

Thank you for your time and for considering this offer. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]