

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

[Date]

[Seller Name]  
[Property Address]

Dear [Seller Name],

Thank you for the opportunity to view your home at [Property Address]. We truly appreciate the care you have taken with the property.

We are pleased to submit an offer of \$[Offer Amount]. While we understand this is below your current asking price, we are prepared to offer terms that provide you with maximum convenience and peace of mind during your transition.

Specifically, we are offering a **flexible move-out date**. We understand that timing a move can be stressful, so we are willing to let you select a closing date and possession date that aligns perfectly with your schedule, whether you need a quick close or an extended stay of up to [Number] days after closing.

Our offer also includes the following terms:

- Earnest Money Deposit: \$[Amount]
- Financing: [e.g., Conventional loan with 20% down / All-cash]
- Inspection: [e.g., For structural/safety items only / 7-day period]

By accepting this offer, you gain the certainty of a sale without the pressure of a fixed moving deadline. We are pre-approved and ready to move forward immediately.

Thank you for your time and for considering our proposal. We look forward to hearing from you.

Sincerely,

[Your Name]