

Date: [Date]

Buyer Name: [Buyer Name]

c/o Agent Name: [Agent Name]

Re: Offer for Property Located at: [Property Address]

Dear [Buyer Name],

Thank you for your offer to purchase the property mentioned above. We have received multiple offers on this property.

The Seller is providing you with the opportunity to submit your "Highest and Best" offer. If you wish to revise your original proposal, please submit your final counteroffer by [Time] on [Date].

Please consider the following terms in your final submission:

- Purchase Price: [Desired Price or "Highest and Best"]
- Earnest Money Deposit: [Amount]
- Closing Date: [Preferred Date]
- Contingencies: [e.g., Waiver of appraisal or shortened inspection periods]
- Other Terms: [Specific requests, e.g., "As-Is" condition]

Please note that the Seller reserves the right to accept, reject, or further counter any offer at their sole discretion. This letter is not an acceptance of your initial offer, and no binding agreement exists until a written contract is signed by all parties.

We look forward to receiving your final response.

Sincerely,

[Seller Name or Listing Agent Name]

[Phone Number]

[Email Address]