

Date: [Date]

To: [Listing Agent Name]

From: [Buyer's Agent Name]

Subject: Highest and Best Offer - [Property Address]

Dear [Listing Agent Name] and Seller,

On behalf of my clients, [Buyer Names], we are pleased to submit our highest and best offer for the property located at [Property Address]. After reviewing the current market interest, my clients have put forward their strongest possible terms to demonstrate their commitment to purchasing this home.

Offer Terms:

- **Purchase Price:** \$[Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Financing Type:** Conventional Loan
- **Down Payment:** [Percentage]% (\$[Amount])
- **Appraisal Contingency:** [Select one: Standard / Gap Coverage up to \$X / Waived]
- **Inspection Contingency:** [Select one: Standard / For Info Only / Waived]
- **Closing Date:** [Date]

Financing Strength:

The buyers are fully pre-approved for a conventional loan through [Lender Name]. Attached to this offer, you will find a formal pre-approval letter and proof of funds covering the down payment and closing costs. Their financing is secure, and they are prepared to move forward immediately.

Closing & Contingencies:

[Insert any additional personal notes here, e.g., The buyers are flexible with the closing timeline to accommodate the seller's move-out date.]

Thank you for your time and for considering this offer. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Brokerage]

[Phone Number]

[Email Address]