

Date: [Insert Date]

To: [Seller Name(s)]
c/o: [Listing Agent Name]

Re: Highest and Best Offer for [Property Address]

Dear [Seller Name(s)],

Please accept this formal submission of our highest and best offer for the purchase of the property located at [Property Address]. We are highly motivated to acquire this home and have structured our terms to provide you with the most competitive, secure, and streamlined transaction possible.

Our offer includes the following key terms:

- **Purchase Price:** \$[Insert Amount]
- **Earnest Money Deposit:** \$[Insert Amount]
- **Financing:** [e.g., All Cash / Conventional with X% Down Payment]
- **Closing Date:** [Insert Date]

To demonstrate our commitment and to ensure a guaranteed closing, we have elected to waive the following contingencies:

- **Inspection Contingency:** Waived. We are purchasing the property in "as-is" condition.
- **Appraisal Contingency:** Waived. We will cover any "appraisal gap" between the appraised value and the purchase price.
- **Financing Contingency:** Waived. [Optional: Proof of funds/Pre-approval attached].
- **Sale of Current Home:** This offer is not contingent upon the sale of any other property.

We have included our [Pre-Approval Letter / Proof of Funds] and a signed [Purchase Agreement] with this letter. We are prepared to move forward immediately and can be flexible with the closing timeline should you require a specific date.

Thank you for your time and for considering our offer. We look forward to the possibility of calling [Property Address] our new home.

Sincerely,

[Your Name(s)]
[Your Phone Number]
[Your Email Address]

Presented by: [Buyer's Agent Name], [Brokerage Name]