

Date: [Insert Date]

To: [Listing Agent Name]

From: [Your Name / Buyer Name]

Property Address: [Insert Property Address]

Dear [Seller Name/Listing Agent Name],

This letter serves as our formal Highest and Best Offer for the property located at [Property Address]. We are highly motivated to acquire this home and have structured our terms to ensure a guaranteed, fast closing.

Our Offer Terms:

- **Purchase Price:** \$[Insert Amount]
- **Earnest Money Deposit:** \$[Insert Amount]
- **Financing:** [Cash / Conventional with % Down Payment]
- **Inspection Contingency:** [Waived / For Information Only / Shortened to X Days]
- **Appraisal Contingency:** [Waived / Appraisal Gap Coverage up to \$X]
- **Closing Date:** [Insert Specific Date, e.g., Within 14-21 Days]

Why This Offer Stands Out:

We have included a verified Proof of Funds / Pre-Approval Letter from our lender. To facilitate a fast and seamless closing, we have already conducted our preliminary due diligence. We are prepared to sign the final contract immediately and can provide flexibility on the possession date to accommodate the Seller's schedule.

This is our most competitive offer. We appreciate your consideration and look forward to a successful closing.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

CC: [Your Buyer's Agent Name]