

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

[Date]

[Listing Agent Name]
[Brokerage Name]
[Office Address]

RE: Highest and Best Offer for [Property Address]

Dear [Listing Agent Name],

Please accept this formal submission as our highest and best offer for the property located at [Property Address]. We have reviewed our numbers and are prepared to move forward with the following terms:

- **Purchase Price:** \$[Offer Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Financing:** [e.g., All Cash / Hard Money / Conventional]
- **Inspection Period:** [Number of Days] days (or waived)
- **Closing Date:** [Date or Number of Days]
- **Contingencies:** [List any or state "None"]

As a real estate investor, I am committed to a smooth and professional transaction. To demonstrate our ability to close, I have attached our [Proof of Funds / Pre-Approval Letter] to this submission.

We are prepared to sign the formal contract immediately upon acceptance. This offer remains valid until [Expiration Time/Date].

Thank you for your time and for presenting this offer to the sellers. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]