

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email]

[Date]

[Seller's Name]
c/o [Listing Agent's Name]
[Listing Agency Name]

RE: Highest and Best Offer for [Property Address]

Dear [Seller's Last Name],

Thank you for the opportunity to submit our highest and best offer for your beautiful home at [Property Address]. After visiting the property, we are certain that this is the perfect place for us to start our journey as first-time homeowners.

We are prepared to offer **[\$Offer Amount]** for the property. To demonstrate our commitment and financial readiness, we have included the following terms:

- **Proof of Funds:** A refreshed pre-approval letter from our lender is attached.
- **Earnest Money:** We are increasing our earnest money deposit to **[\$Amount]** to show our serious intent.
- **Down Payment:** We are prepared to make a down payment of **[Percentage]%** of the purchase price.
- **Contingencies:** [Mention any waived or shortened contingencies, e.g., We have shortened our inspection period to X days].
- **Closing Timeline:** We are flexible and can close on **[Date]** or any date that best suits your relocation needs.

As first-time buyers, we have been diligent in securing our financing and are fully prepared for a smooth and swift closing process. We truly admire the care you have taken of this home and would be honored to be its next caretakers.

Thank you for your time and for considering our offer.

Sincerely,

[Your Signature]
[Your Printed Name]