

Date: [Insert Date]

To: [Seller Name or Listing Agent Name]

From: [Buyer Name]

Property Address: [Insert Full Property Address]

Subject: Highest and Best Offer Submission

Dear [Seller Name/Agent Name],

I am pleased to submit my highest and best offer for the property located at [Insert Address]. After careful consideration, I am offering a purchase price of \$[Insert Amount].

Terms of the offer are as follows:

- **Purchase Price:** \$[Insert Amount]
- **Earnest Money Deposit:** \$[Insert Amount]
- **Financing:** [Cash / Conventional Loan / FHA / VA]
- **Down Payment:** [Insert Percentage or Amount]
- **Closing Date:** [Insert Date]

As-Is Condition:

This offer is made for the property in its current "As-Is" condition. I acknowledge that no repairs, credits for repairs, or improvements will be requested from the Seller following the inspection period. I accept the property in its present state as of the date of this offer.

Contingencies:

[List any contingencies here, e.g., "This offer is not subject to a sale of another property" or "Subject to a 7-day inspection period for informational purposes only"].

Attached to this letter, please find the formal purchase agreement and my [Proof of Funds / Pre-approval Letter].

This offer is valid until [Insert Time] on [Insert Date]. I look forward to your positive response.

Sincerely,

[Buyer Signature]

[Buyer Printed Name]

[Phone Number]

[Email Address]