

Date: [Insert Date]

To: [Seller Name]

c/o: [Listing Agent Name]

Property Address: [Insert Property Address]

Dear [Seller Name],

Please find attached our Highest and Best offer for the purchase of the property located at [Insert Property Address]. After reviewing the multiple offer notification, we are pleased to submit our most competitive terms to ensure a smooth transition for your move.

**Offer Highlights:**

- **Purchase Price:** \$[Insert Amount]
- **Earnest Money Deposit:** \$[Insert Amount]
- **Financing:** [e.g., Cash / Conventional with X% down]
- **Appraisal:** [e.g., Appraisal Gap coverage up to \$X / Waived]
- **Inspection:** [e.g., For informational purposes only / Waived]

**Seller Leaseback Terms:**

We understand that you require additional time to vacate the property. To accommodate your needs, we are offering the following Leaseback (Post-Settlement Occupancy) terms:

- **Leaseback Duration:** [Insert Number] days after closing.
- **Monthly Rent:** \$[Insert Amount or "Zero/Free"]
- **Security Deposit:** \$[Insert Amount] to be held in escrow.
- **Utility Responsibility:** [Seller/Buyer] to pay utilities during the leaseback period.

We are highly motivated to close this transaction and have included our [Pre-approval letter / Proof of funds] for your review. We are flexible on the closing date and aim to make this process as stress-free as possible for you.

Thank you for your time and for considering our offer. We look forward to hearing from you.

Sincerely,

[Buyer Name(s)]

[Phone Number]

[Email Address]

Represented by:

[Buyer's Agent Name]

[Brokerage Name]