

[Date]

To: [Seller Name]  
c/o: [Listing Agent Name]

Re: Highest and Best Offer for [Property Address]

Dear [Seller Name],

Thank you for the opportunity to submit our final and best offer for your beautiful home. After visiting the property, our family is certain that this is the perfect place for us to start our next chapter as we relocate to [City/Neighborhood].

**Our Highest and Best Offer:**

- **Purchase Price:** \$[Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Down Payment:** [Percentage]%
- **Financing:** [e.g., Conventional Loan / Cash / Fully Pre-Approved]
- **Closing Date:** [Preferred Date]
- **Contingencies:** [e.g., Waived Inspection / No Sale of Home Contingency]

Because we are relocating for [Reason: Work/Family/School], we are highly motivated to ensure a smooth and timely closing. We have included our formal pre-approval letter and proof of funds to demonstrate our financial readiness. We are prepared to be flexible with the closing timeline to accommodate your moving needs.

We truly love [Specific feature of the house] and can envision our family growing and making memories in this home. We appreciate your consideration of our offer and hope to hear from you soon.

Sincerely,

[Your Name(s)]  
[Your Phone Number]  
[Your Email Address]