

Date: [Insert Date]

To: [Listing Agent Name/Seller Name]

From: [Buyer Names]

Property Address: [Full Property Address]

Dear [Seller Name/Listing Agent],

Please accept this letter as our formal "Highest and Best" offer for the property located at [Property Address]. After further consideration, we are excited to increase our offer price to **[\$[Insert Purchase Price]]**.

We understand that timing is a critical factor in your move. To make this transition as smooth as possible for you, we are offering a **flexible closing date**. We are prepared to close on your preferred timeline, whether that is a quick 15-day closing or an extended period of [Insert Number] days. Furthermore, we are open to discussing a post-closing occupancy agreement (leaseback) if you require additional time to vacate the property after funding.

Key terms of our offer include:

- **Purchase Price:** \$[Insert Amount]
- **Earnest Money Deposit:** \$[Insert Amount]
- **Financing:** [e.g., Conventional Loan with 20% down / All Cash]
- **Appraisal:** [e.g., Appraisal Gap coverage up to \$X,XXX / No Appraisal Contingency]
- **Inspection:** [e.g., For informational purposes only / Waived / Standard 7-day]
- **Closing Date:** Flexible (At Seller's Choice)

Attached to this letter, you will find our updated [Pre-approval Letter / Proof of Funds].

We are highly motivated and fully committed to seeing this transaction through to a successful closing. Thank you for your time and for considering our offer.

Sincerely,

[Buyer Signature]

[Buyer Printed Name]

[Phone Number]

[Email Address]