

Date: [Insert Date]

To: [Listing Agent Name]

From: [Buyer Name(s)]

Property Address: [Insert Property Address]

Dear [Seller Name or Listing Agent Name],

Please accept this formal submission as our Highest and Best offer for the property located at [Insert Property Address]. After careful consideration, we are excited to present our most competitive terms to secure this home.

Offer Terms:

- **Purchase Price:** \$[Insert Amount]
- **Earnest Money Deposit:** \$[Insert Amount]
- **Down Payment:** [Insert Percentage or Dollar Amount]
- **Financing Type:** [Insert Type, e.g., Conventional, FHA, VA, Cash]
- **Closing Date:** [Insert Date]
- **Contingencies:** [Insert e.g., Inspection only / No contingencies / Appraisal gap coverage]

Financial Strength:

We are fully pre-approved by [Name of Lending Institution]. Attached to this letter, you will find our updated pre-approval letter and proof of funds. We have worked closely with our lender to ensure a smooth and timely closing process.

Closing Statement:

We have a sincere appreciation for your home and are prepared to move forward immediately. This represents our strongest possible offer, and we hope to reach a favorable agreement.

Thank you for your time and consideration.

Sincerely,

[Buyer Signature]

[Buyer Name]

[Buyer Phone Number]

[Buyer's Agent Name]

[Agent Brokerage]

[Agent Phone/Email]