

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company or Property Name]
[Recipient Address]

Subject: Submission of Offer for [Property Address/Project Name]

Dear [Recipient Name],

Please find attached my formal offer for the [Property/Project] located at [Address].

This offer is being submitted on [Date of Submission] and shall remain valid until [Expiration Date/Time].

Key terms of this offer include:

- Offer Price: [Amount]
- Earnest Money Deposit: [Amount]
- Financing Terms: [e.g., Cash / Conventional Loan]
- Proposed Closing Date: [Date]
- Contingencies: [List contingencies or write "None"]

I have also included [mention any attachments, e.g., proof of funds or pre-approval letter] for your review. I look forward to hearing your response regarding this submission.

Sincerely,

[Your Signature]

[Your Printed Name]