

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Total Proposed Purchase Price for [Project Name/Property Address]

Dear [Recipient Name],

Following our recent discussions and my review of the specifications for [Project Name/Property Address], I am pleased to submit my formal offer. My total proposed purchase price is as follows:

Total Proposed Purchase Price: \$[Amount in Numerical Form]
([Amount written out in words] Dollars)

The breakdown of this proposal is based on the following terms:

- **Earnest Money Deposit:** \$[Amount]
- **Down Payment:** \$[Amount]
- **Financing:** [e.g., Cash, Conventional Loan, etc.]
- **Closing Date:** [Requested Date]
- **Contingencies:** [e.g., Inspection, Appraisal, Financing approval]

This offer is valid until [Expiration Date and Time]. I am prepared to move forward immediately and can provide proof of funds or a pre-approval letter upon request.

Thank you for your time and consideration of this proposal. I look forward to your favorable response.

Sincerely,

[Your Signature]

[Your Printed Name]