

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

[Date]

[Property Owner Name]  
[Owner Mailing Address]  
[City, State, Zip Code]

RE: Offer to Purchase [Property Address/Apartment Name]

Dear [Owner Last Name],

I am writing to you because I am interested in acquiring your multi-family property located at [Property Address]. I have been following the local market and admire the [condition/location/history] of your building.

I am a private investor looking to expand my portfolio in the area. By dealing with me directly, you can avoid traditional real estate commissions and the complexities of a public listing. My goal is to provide a smooth, professional, and confidential transaction.

**My Initial Offer Terms:**

- **Purchase Price:** \$[Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Closing Timeline:** [Number] days following the completion of due diligence.
- **Financing:** [Cash / Conventional Loan / Sourced Funds]
- **Condition:** Purchased "As-Is" (No repairs required by seller).

Please note that this is a non-binding letter of intent meant to initiate a conversation. I am flexible on terms and am happy to discuss a structure that works best for your specific tax or financial needs.

If you have any interest in selling, or if you would like to discuss this offer further, please contact me directly at [Your Phone Number] or via email at [Your Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]