

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

[Date]

[Seller Name]
[Seller Address]

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

Dear [Seller Name],

I am writing to submit a formal offer to purchase the multi-family property located at [Property Address]. After reviewing the details of your property, I believe it fits well within my investment portfolio, and I am prepared to move forward with the following terms:

Purchase Price: \$[Dollar Amount]

Financing Structure: I am proposing a Seller Financed structure (Note and Deed of Trust) with the following terms:

- **Down Payment:** \$[Dollar Amount] ([Percentage]%) to be paid at closing.
- **Principal Balance:** \$[Remaining Amount] to be financed by the Seller.
- **Interest Rate:** [Percentage]% per annum.
- **Amortization:** [Number] years.
- **Balloon Payment:** The remaining balance to be paid in full at the end of [Number] months/years.
- **Monthly Payment:** \$[Dollar Amount] (Principal and Interest).

Earnest Money Deposit: \$[Dollar Amount] to be held in escrow upon acceptance of this offer.

Inspection Period: [Number] days from the date of a fully executed Purchase Agreement to perform physical, financial, and environmental due diligence.

Closing Date: Within [Number] days following the expiration of the inspection period.

Closing Costs: [Buyer/Seller/Split] shall pay for standard closing costs, title insurance, and escrow fees.

This offer is contingent upon the execution of a formal Purchase and Sale Agreement. This proposal remains valid until [Date/Time].

By providing seller financing, you will receive a steady stream of monthly income and potentially defer capital gains taxes. I am open to discussing these terms further to ensure they meet your financial goals.

Sincerely,

[Your Signature]

[Your Printed Name]