

[Date]

[Potential Buyer Name]

[Address]

[City, State, Zip Code]

Subject: Update Regarding Your Offer for [Property Address]

Dear [Buyer Name],

Thank you very much for submitting an offer to purchase the property located at [Property Address].

We are writing to inform you that we have received multiple offers on this property. Due to the high level of interest, the seller has requested that all interested parties submit their "Highest and Best" offer for consideration.

If you would like to revise your original proposal, please submit your final terms by [Time] on [Date]. Please consider reviewing the following areas of your offer:

- Purchase price
- Down payment amount
- Loan commitment periods and closing date
- Inspection contingencies or waivers

Please note that the seller reserves the right to accept or reject any offer, regardless of whether it is the highest price. All offers will be reviewed on [Date of Review].

We appreciate your interest in this home and look forward to hearing from you.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email]