

Date: [Insert Date]

To: [Buyer Name/Agent Name]

Property Address: [Insert Property Address]

Dear [Buyer Name/Agent Name],

Thank you for submitting an offer on the property mentioned above. We appreciate your interest in this home.

This letter is to formally notify you that we have received multiple offers on this property. As a result, the seller has requested that all interested parties submit their **highest and best offer** for final consideration.

If you would like to revise your current offer or submit a new one, please ensure it includes your best terms regarding:

- Purchase Price
- Down Payment Amount
- Loan Commitment/Proof of Funds
- Contingencies (Inspection, Appraisal, etc.)
- Closing Date

Deadline for Submission: [Insert Time] on [Insert Date]

Please send all updated offers to [Insert Email Address] before the deadline. The seller will review all submissions at that time and make a final decision.

Thank you for your cooperation and interest.

Sincerely,

[Your Name]

[Your Company/Title]

[Your Phone Number]