

[Sender Name]
[Sender Company]
[Sender Address]
[Date]

[Recipient Name]
[Recipient Address]

Subject: Update Regarding Your Offer for [Property Address / Project Name]

Dear [Recipient Name],

Thank you for submitting your offer for [Property Address / Project Name] on [Date of Submission]. We appreciate the time and effort you put into your proposal.

I am writing to provide an update on the status of your submission. At this time, the seller/review committee has [select one: accepted another offer / decided to move forward with other candidates / placed your offer on a backup list].

The decision was based on [brief reason such as: price, closing terms, or specific contingencies]. Although your offer was competitive, the current selection better aligns with the immediate requirements of the seller.

We will keep your information on file should the status of the current contract change. Please feel free to reach out if you have any questions regarding this update.

Thank you again for your interest.

Sincerely,

[Sender Signature]
[Sender Printed Name]
[Sender Title]