

Date: [Insert Date]

Property Address: [Insert Property Address]
Subject: Final Call for Highest and Best Offers

Dear [Recipient Name/Agent Name],

Thank you for your interest in the property listed above. We would like to inform you that the seller has received multiple offers on this property.

To ensure a fair process for all interested parties, the seller is requesting a "Highest and Best" offer from all potential buyers. If you wish to proceed, please submit your final offer no later than:

Deadline: [Insert Time] on [Insert Date]

When submitting your final offer, please include the following:

- Final purchase price.
- Proof of funds or an updated mortgage pre-approval letter.
- Proposed closing date.
- Earnest money deposit amount.
- Any specific contingencies or lack thereof (inspection, appraisal, etc.).

Please note that this is your final opportunity to improve your terms. The seller reserves the right to accept or reject any offer, or to negotiate with one party exclusively after the deadline has passed.

Please send all updated offers to [Insert Email Address] before the deadline stated above.

Sincerely,

[Your Name]
[Your Title/Company]
[Your Phone Number]