

Date: [Date]

To: [Listing Agent Name/Seller Name]

From: [Your Name/Agent Name]

Property Address: [Full Property Address]

Subject: Follow-up on Highest and Best Offer - [Property Address]

Dear [Name],

I am writing to follow up on the "Highest and Best" offer submitted on [Date] for the property located at [Property Address].

My clients, [Buyer Names], remain very enthusiastic about the possibility of purchasing this home. We understand that the seller is reviewing multiple competitive bids, but we wanted to reaffirm our commitment to this transaction.

To summarize the strengths of our offer:

- Offer Price: \$[Amount]
- Down Payment: [Percentage/Amount]
- Financing Status: [e.g., Fully Pre-Approved / Cash]
- Contingencies: [e.g., Waived inspection / No sale contingency]
- Closing Date: [Date/Flexible]

Please let us know if the seller requires any additional documentation or if there are specific terms we can adjust to better meet the seller's needs. We are prepared to move forward immediately.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]