

Date: [Insert Date]

To: [Inquirer/Bidder Name]

Via Email: [Email Address]

Subject: Request for Highest and Best Proposal - [Property Address/Project Name]

Dear [Name],

Thank you for your initial interest and proposal regarding [Property Address/Project Name].

Due to significant interest and multiple offers received, the Seller is requesting that all interested parties submit their "Highest and Best" proposal for consideration. This is your opportunity to revise your initial terms to ensure your offer is as competitive as possible.

Please submit your final proposal by the following deadline:

Deadline: [Insert Date] at [Insert Time] [Insert Time Zone]

When submitting your final proposal, please ensure the following details are clearly addressed:

- Final Purchase Price/Financial Consideration
- Proof of Funds or Updated Pre-approval Letter
- Proposed Earnest Money Deposit
- Requested Contingencies (Inspection, Financing, etc.)
- Proposed Closing Timeline
- Any other specific terms or conditions

Please send all revised proposals to [Insert Contact Email] prior to the deadline stated above. The Seller reserves the right to accept, reject, or negotiate any proposal, and is not obligated to accept the highest financial offer.

We look forward to reviewing your final submission.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]