

Date: [Insert Date]

Property Address: [Insert Property Address]

Dear Interested Party,

Thank you for your interest in the property listed above. We have received multiple offers on this property and are now requesting that all interested buyers submit their "Highest and Best" offer for the seller's consideration.

**Submission Deadline:** [Insert Day of Week], [Insert Date] by [Insert Time] [Insert Time Zone]

Please ensure your final offer includes the following information:

- Final Purchase Price
- Earnest Money Deposit amount
- Proof of Funds or an updated Pre-Approval Letter
- Proposed Closing Date
- Contingencies (Inspection, Appraisal, Financing, etc.)

All offers must be submitted in writing to [Insert Agent Name] at [Insert Email Address] before the deadline stated above.

The seller reserves the right to accept or reject any offer. We look forward to receiving your final proposal.

Sincerely,

[Your Name]

[Your Company/Firm]

[Your Phone Number]