

[Date]

[Buyer Name]
[Buyer Address]
[City, State, Zip]

Subject: Highest and Best Offer Notification - [Property Address]

Dear [Buyer Name],

Thank you for submitting an offer to purchase the property located at [Property Address].

We have received multiple offers on this property. The seller has requested that all interested parties submit their "Highest and Best" offer for consideration.

If you wish to revise your current offer, please submit your final terms by [Time] on [Date].

Please ensure your submission includes:

- Final purchase price
- Down payment amount
- Loan commitment or proof of funds
- Desired closing date
- Any specific contingencies or terms

The seller will review all final offers and intends to make a decision by [Date]. Please note that the seller reserves the right to accept or reject any offer, or to negotiate further with any party.

Please submit your updated offer to [Agent Email/Contact Method].

Sincerely,

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