

Date: [Insert Date]

To: [Potential Buyer Name]

Via: [Buyer's Agent Name, if applicable]

Subject: Notice of Multiple Offers - Request for Highest and Best Offer

Property Address: [Insert Full Property Address]

Dear [Buyer Name/Agent Name],

Thank you for submitting an offer on the property listed above. We appreciate your interest.

Please be advised that the Seller has received multiple offers on this property. Consequently, the Seller is requesting that all interested parties submit their "Highest and Best" offer for consideration.

If you wish to revise your current offer, please submit your final proposal by the deadline below:

Submission Deadline: [Insert Date]

Time: [Insert Time] [Insert Time Zone]

Please ensure your final offer includes the following details:

- Final Purchase Price
- Down Payment Amount and Financing Terms
- Earnest Money Deposit
- Desired Closing Date
- Contingencies (Inspection, Appraisal, etc.)
- Proof of Funds or an updated Pre-Approval Letter

The Seller reserves the right to accept or reject any offer, or to negotiate further with any party. All offers will be reviewed following the deadline.

Please submit all updated documents via email to: [Insert Listing Agent Email Address].

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]