

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Invitation for Highest and Best Purchase Offer - [Property Address/Project Name]

Dear [Name],

Thank you for your interest and the initial offer submitted regarding the purchase of the property located at [Property Address].

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

Please ensure your final offer includes the following details:

- Final Purchase Price
- Earnest Money Deposit amount
- Proof of Funds or Pre-approval Letter
- Proposed Closing Date
- Specific Contingencies (e.g., inspection, financing, appraisal)

Submission Deadline: **[Date]** by **[Time]**.

All offers must be submitted in writing via email to [Email Address] or delivered to [Physical Address].

The Seller reserves the right to accept, reject, or negotiate any offer. Please be advised that the Seller may choose to accept an offer without further notice or requests for revision after the deadline has passed.

We look forward to receiving your final proposal.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Phone Number]

[Email Address]