

Date: [Insert Date]

Property Address: [Insert Property Address]

Owner(s): [Insert Seller Names]

To All Interested Parties and Prospective Buyers:

Thank you for your interest and the offer submitted for the property located at [Insert Property Address].

Due to significant interest and multiple offers received, the Seller has requested that all interested parties submit their **Highest and Best Offer** for consideration.

Submission Deadline: [Insert Day of Week], [Insert Date] by [Insert Time] [AM/PM] [Insert Time Zone].

Please consider the following when preparing your final offer:

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

Please note: The Seller reserves the right to accept or reject any offer, or to negotiate with any party. Submission of a "Highest and Best" offer does not guarantee acceptance.

Please submit your final offer via email to: [Insert Agent Email Address].

If you have any questions, please contact me directly at [Insert Phone Number].

Sincerely,

[Agent Name]

[Brokerage Name]

[Phone Number]

[Email Address]