

An Example of An Offer Letter Template

[Date]

Dear [Mr./Mrs.] [Seller's Name]:

My name is [Buyer's Full Name], and I am writing to express my strong interest in purchasing your property located at [Full Address including Zip Code]. Having recently visited the home, I am profoundly impressed by its [mention specific features that stood out]. It genuinely feels like the perfect fit for myself and my family [or specify if single/couple].

I am pleased to present an offer of \$X, XXX, XXX for the purchase of your lovely [describe the type of property, e.g., single-family home, condo, etc.]. This offer is based on extensive research and analysis.

[In the first paragraph of your letter, introduce yourself and explain why you are writing. Examples include describing your background, family members, and your motivations behind buying the house.]

[Use the second paragraph to relate to the seller. For example, draw similarities or describe specific details regarding your open house experience. Emphasize why this property is the perfect fit for you and your family. Be careful not to sound fake.]

[In the third paragraph, outline the financial details of your offer. For example: We can offer a _____% down payment and are pre-approved for a loan. In addition, we are committed to finalizing the purchase within your target closing date. Because of our budget, we are prepared to accept the sale "as-is," unless there are any major repairs, as determined by the inspector.]

[In the fourth paragraph, make your final appeal. Reiterate why you are the perfect candidate and how their home would impact on your life or investing business. Also, explain any attachments you may have included]

Respectfully, [Buyer's Full Name]

[Buyer's Phone Number]

[Buyer's Email Address]