

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my interest in the sale of the property located at [Property Address]. After thorough consideration and research, I believe this property aligns perfectly with my investment goals and vision.

I would like to propose a purchase price of [Proposed Price] and am open to discussing terms that may be advantageous for both parties. I am prepared to move forward with the necessary steps to facilitate a smooth transaction, including arranging for inspections and securing financing. Please let me know a convenient time for us to discuss this further. I look forward to the possibility of working together to achieve a successful sale.

Thank you for considering my offer.

Sincerely,  
[Your Name]