

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

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

Dear [Seller's Name],

I am writing to express my intent to purchase the JBL speaker model [Model Name/Number] listed for sale. After conducting thorough research, I have determined that this product meets my specifications and requirements.

I am prepared to offer [proposed price] for the speaker and would like to arrange for a meeting to discuss the transaction details. Please let me know your availability so we can finalize this agreement.

Thank you for considering my offer. I look forward to your prompt response.

Sincerely,  
[Your Name]