

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Seller's Name]
[Property Address]
[City, State, Zip Code]

Dear [Seller's Name],

I am writing to formally submit my offer for the purchase of your property located at [Property Address]. After viewing the home and considering its features, I am excited to present an offer of [Offer Amount].

I am prepared to move forward with a closing date of [Proposed Closing Date] and am flexible should you require an alternate timeline. I have secured pre-approval for a mortgage and can provide proof of funds upon request.

Please let me know if you have any additional terms or conditions you would like to discuss. I look forward to your favorable response.

Thank you for considering my offer.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]