

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

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

Dear [Recipient's Name],

Subject: Purchase Offer for [Property Address]

I hope this letter finds you well. I am writing to formally express my interest in purchasing the property located at [Property Address]. After conducting thorough research and evaluating various options, I am particularly impressed with your property due to [specific reasons related to the property, e.g., its location, features, potential, etc.]. To proceed with this opportunity, I would like to offer [Offer Amount] for the purchase. This offer is contingent upon the results of a satisfactory home inspection, appraisal, and any other standard real estate contingencies.

I am prepared to move forward with this transaction promptly and can provide [evidence of financing, pre-approval letter, etc.] upon request. Please let me know a convenient time for us to discuss this offer further. I look forward to your favorable response.

Thank you for considering my offer.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]