

[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],

Subject: Offer to Purchase Property

I am writing to formally express my interest in purchasing your property located at [Property Address]. After reviewing the details and visiting the property, I believe it has the potential to be a wonderful home for me and my family.

I would like to propose an offer of [Offer Amount] for the property, contingent upon the following terms:

1. [Contingency 1]
2. [Contingency 2]
3. [Contingency 3]

I am prepared to proceed with the purchase promptly and can provide a [proof of funds/financial pre-approval] to confirm my ability to secure financing.

Please let me know if you would be willing to discuss this offer further.

I look forward to your response and hope to work together towards a successful transaction.

Thank you for considering my offer.

Sincerely,  
[Your Name]