

[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 hope this letter finds you well. I am writing to formally present my offer for the purchase of your property located at [Property Address]. After careful consideration and market research, I am pleased to offer [Offer Amount] for your home. I believe this offer reflects the current market value and the unique qualities of your property.

As a prospective buyer, I am prepared to move forward promptly with the purchase process. I have arranged for financing through [Lender's Name], which allows me to proceed with a closing date of [Proposed Closing Date].

I appreciate the opportunity to present my offer and hope to work together to make this transaction smooth and successful. Please feel free to contact me at your earliest convenience to discuss my offer further. Thank you for your consideration.

Sincerely,
[Your Name]