

Offer Letter To Purchase Property

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Offer to Purchase Property - [Property Address]

Dear [Recipient's Name],

I am writing to express my strong interest in purchasing the property located at [Property Address]. After careful consideration and evaluation, I am pleased to submit this formal offer to purchase the aforementioned property. I believe this property aligns perfectly with my needs and aspirations, and I am excited about the prospect of making it my own.

Please find below the terms of my offer:

1. Purchase Price: \$[Offered Purchase Price]
2. Earnest Money Deposit: A deposit of \$[Amount] will be provided within [Number] business days upon acceptance of this offer, to be held in an escrow account by [Escrow Agent's Name].
3. Financing: This offer is contingent upon securing adequate financing for the purchase. I will provide proof of pre-approval for a mortgage within [Number] business days from the acceptance date.
4. Inspection Period: I request an inspection period of [Number] days to conduct a thorough inspection of the property. If any significant issues are discovered during this period, I reserve the right to negotiate repairs or a reduction in the purchase price.

5. Closing Date: The anticipated closing date for this transaction is [Date], subject to adjustments if necessary.

6. Inclusions: The sale includes all fixtures, appliances, and items permanently attached to the property, as detailed in the attached property inventory list.

7. Contingencies: This offer is contingent upon the successful resolution of any legal, zoning, or environmental concerns related to the property.

8. Closing Costs: The closing costs will be divided according to local customs and applicable laws.

9. Additional Terms: Any other specific terms or conditions will be discussed and negotiated in good faith between both parties.

I am committed to a smooth and efficient transaction process and I intend to work closely with your designated representatives to ensure a seamless transition of ownership.

To indicate my seriousness about this offer, I kindly request your prompt response. Please review this offer and contact me at [Your Phone Number] or [Your Email Address] at your earliest convenience to discuss any details or to provide your response.

I understand that you may have other offers and considerations, but I genuinely believe that this offer represents a fair and competitive value for the property. I am enthusiastic about the possibility of acquiring this property and I look forward to the opportunity to discuss and finalize the terms of the sale.

Thank you for considering my offer. I am excited about the potential of making [Property Address] my new home and I am committed to working diligently to move this process forward.

Sincerely,

[Your Name]

[Your Signature (if sending a physical letter)]

Enclosures:

- Property Inventory List
- Proof of Pre-Approval (to be provided upon acceptance)

- Earnest Money Deposit details