

# Real Estate Offer Letter Templates

## Simple Offer Letter Template: Noncontingent

*[Date]*

*[Listing Agent Name]*

*[Real Estate Agency]*

RE: Offer to Purchase - *[Property Address]*

Dear *[Listing Agent Name]*,

I am writing to submit an offer on behalf of my clients, *[Buyer Name(s)]*, to purchase the property located at *[Property Address]*.

They are very interested in this home and believe it would be a perfect fit for their needs. We have been very impressed with *[mention objective features of the property, e.g., the spacious layout, the well-maintained landscaping, the desirable neighborhood]*. We believe this property would be a *[describe your situation objectively, e.g., ideal location for our work commute]*.

*[Buyer Name(s)]* are *[Describe Buyer Type (e.g., first-time homebuyers, purchasing a vacation home)]*.

They are very excited about this property and are committed to a smooth and timely transaction.

We are prepared to offer *[offer amount]* for the property with *[earnest money amount]* as an earnest money deposit. *[Optional: earnest money calculation explanation]* We are making this purchase *[describe the financing situation objectively, e.g., preapproved for a mortgage, able to make a cash offer]*. An inspection period of *[# Days]* is requested to conduct *[List inspections]*. We *[are/are not]* flexible on the closing date *[Optional: provide reasoning]*. This offer expires on *[Date]* at *[Time]*. *[Optional: provide reason for the deadline.]*

**Simple Offer Letter Template: Noncontingent**

We believe our offer is strong and represents a serious buyer who is ready to close quickly. We are confident that **[Buyer Name(s)]** will take excellent care of this property. We are available to answer any questions and address any concerns you may have. Thank you for your time and consideration. We look forward to working with you towards a successful closing.

Sincerely,

***[Your Signature (Optional)]***

***[Your Printed Name]***

***[Your Real Estate Agency]***

***[Your Phone Number]***

***[Your Email Address]***



## Bulleted Offer Letter Template: Noncontingent

*[Date]*

*[Listing Agent Name]*

*[Real Estate Agency]*

RE: Offer to Purchase - *[Property Address]*

Dear *[Listing Agent Name]*,

I am writing to submit an offer on behalf of my clients, *[Buyer Name(s)]*, to purchase the property located at *[Property Address]*.

They are very interested in this home and believe it would be a perfect fit for their needs. We have been very impressed with *[mention objective features of the property, e.g., the spacious layout, the well-maintained landscaping, the desirable neighborhood]*. We believe this property would be a *[describe your situation objectively, e.g., ideal location for our work commute]*.

*[Buyer Name(s)]* are *[Describe Buyer Type (e.g., first-time homebuyers, purchasing a vacation home)]*.

They are very excited about this property and are committed to a smooth and timely transaction.

**Purchase Price:** *[\$Offer Price]*

**Earnest Money Deposit:** *[\$Earnest Money Deposit Amount]*

**Financing:** *[Financing Type (e.g., Conventional Mortgage, Cash)]*

**Inspection Period:** *[Number]* days

**Closing Date:** *[Proposed Closing Date]*

**Offer Expiration:** This offer expires at *[Time]* on *[Date]*.

*[Briefly describe any justification for price, earnest money, inspection period, closing dates, or offer expirations.]*

**Bulleted Offer Letter Template: Noncontingent**

We believe our offer is strong and represents a serious buyer who is ready to close quickly. We are confident that **[Buyer Name(s)]** will take excellent care of this property. We are available to answer any questions and address any concerns you may have. Thank you for your time and consideration. We look forward to working with you towards a successful closing.

Sincerely,

**[Your Signature (Optional)]**

**[Your Printed Name]**

**[Your Real Estate Agency]**

**[Your Phone Number]**

**[Your Email Address]**



## Simple Offer Letter Template: **Contingent**

*[Date]*

*[Listing Agent Name]*

*[Real Estate Agency]*

RE: Offer to Purchase - *[Property Address]*

Dear *[Listing Agent Name]*,

I am writing to submit an offer on behalf of my clients, *[Buyer Name(s)]*, to purchase the property located at *[Property Address]*.

They are very interested in this home and believe it would be a perfect fit for their needs. We have been very impressed with *[mention objective features of the property, e.g., the spacious layout, the well-maintained landscaping, the desirable neighborhood]*. We believe this property would be a *[describe your situation objectively, e.g., ideal location for our work commute]*.

*[Buyer Name(s)]* are *[Describe Buyer Type (e.g., first-time homebuyers, purchasing a vacation home)]*.

They are very excited about this property and are committed to a smooth and timely transaction.

We are prepared to offer *[offer amount]* for the property with *[earnest money amount]* as an earnest money deposit. *[Optional: earnest money calculation explanation.]* We are making this purchase *[describe the financing situation objectively, e.g., preapproved for a mortgage, able to make a cash offer]*.

An inspection period of *[# Days]* is requested to conduct *[List inspections]*. We *[are/are not]* flexible on the closing date *[Optional: provide reasoning.]* This offer expires on *[Date]* at *[Time]*. *[Optional: provide reason for the deadline.]*

**Simple Offer Letter Template: Contingent**

This offer is contingent upon **[list contingencies objectively, e.g., sale of current home, satisfactory home inspection, mortgage approval]**. We understand that contingencies can impact the timeline. **[Buyer Name(s)]** are highly motivated buyers and are committed to working diligently to meet all contingencies in a timely manner to ensure a smooth closing. We are available to answer any questions and address any concerns you may have. Thank you for your time and consideration. We look forward to working with you towards a successful closing.

Sincerely,

**[Your Signature (Optional)]**

**[Your Printed Name]**

**[Your Real Estate Agency]**

**[Your Phone Number]**

**[Your Email Address]**



## Bulleted Offer Letter Template: **Contingent**

*[Date]*

*[Listing Agent Name]*

*[Real Estate Agency]*

RE: Offer to Purchase - *[Property Address]*

Dear *[Listing Agent Name]*,

I am writing to submit an offer on behalf of my clients, *[Buyer Name(s)]*, to purchase the property located at *[Property Address]*.

They are very interested in this home and believe it would be a perfect fit for their needs. We have been very impressed with *[mention objective features of the property (e.g., the spacious layout, the well-maintained landscaping, the desirable neighborhood)]*. We believe this property would be a *[describe your situation objectively (e.g., ideal location for our work commute)]*.

*[Buyer Name(s)]* are *[Describe Buyer Type (e.g., first-time homebuyers, purchasing a vacation home)]*.

They are very excited about this property and are committed to a smooth and timely transaction.

**Purchase Price:** *[\$Offer Price]*

**Earnest Money Deposit:** *[\$Earnest Money Deposit Amount]*

**Financing:** *[Financing Type (e.g., Conventional Mortgage, Cash)]*

**Inspection Period:** *[Number]* days

**Contingencies:** *[Briefly explain any contingencies tied to the offer]*

**Closing Date:** *[Proposed Closing Date]*

**Offer Expiration:** This offer expires at *[Time]* on *[Date]*.

*[Briefly describe any justification for price, earnest money, inspection period, closing dates, contingencies, and offer expirations.]*

**Bulleted Offer Letter Template: Contingent**

We understand that contingencies can impact the timeline. **[Buyer Name(s)]** are highly motivated buyers and are committed to working diligently to meet all contingencies in a timely manner to ensure a smooth closing. We are available to answer any questions and address any concerns you may have. Thank you for your time and consideration. We look forward to working with you toward a successful closing.

Sincerely,

**[Your Signature (Optional)]**

**[Your Printed Name]**

**[Your Real Estate Agency]**

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