**Please delete or amend the areas in brackets () to personalise your letter and to match your personal circumstances.**

Dear **(Agent Name)**,

I hope this message finds you well.

I am writing to formally submit my first and final offer for the **(x-bed property)** located at **(insert full property address)**.

I kindly request your acknowledgment of receipt of this offer, and confirmation that the offer and contents of the letter have been communicated to the property owner.

Please find attached the necessary documents to support my offer, including:

A copy of the mortgage lender’s decision in principle confirming my funding source.

Documentation or screenshots confirming the source of my deposit funds.

The contact details of the Conveyancing firm I have engaged to represent me in this purchase.

Please find enclosed details of my offer as follows.

Offer Amount: **(£xxx,xxx,)** subject to survey and contract.

I want to emphasise that this is not an opening bid but rather a serious offer reflective of my sincere intention to purchase the property. I am committed to proceeding with the transaction promptly, and as shown by the enclosed documentary proof, I am prepared to commence necessary steps immediately upon acceptance of the offer.

I kindly request a response within **(7/14/28 days as appropriate to your circumstances)**. If no decision is reached by the close of business on **(insert date)**, I will consider the offer automatically withdrawn to facilitate my ongoing search for suitable properties.

Please note that I undertake not to make any other offers during this period but may continue viewing other properties until this offer is accepted. However, upon acceptance, I will cease viewing other properties.

I reserve the right to withdraw this offer at any time before acceptance should I decide to make an offer on another property without delay.

Target Exchange Date: Should the seller fail to be ready to exchange contracts by **(insert reasonable cutoff date, typically at least 6 months from offer acceptance)**, I reserve the right to seek alternative properties.

This is optional- it’s up to you with how comfortable you feel adding this part in

**[Optional Request: Should the seller withdraw from the transaction after incurring transaction costs, I request their agreement to cover 50% of my direct transaction costs (invoices provided) as a sign of mutual commitment to the transaction.]**

I await your acknowledgment of receipt of this offer and subsequent confirmation of communication to the owner. I am hopeful that the owner finds my offer acceptable, and I look forward to the opportunity to proceed with this transaction.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

**(Your Name) (Your Contact Information)**

Best wishes.

**(Your name/s)**