

SAMPLE OFFER PRESENTATION COVER LETTER

Dear Listing Agent.

Attached is my client's offer for your _____ listing.

I wanted to let you know that my clients intend to occupy the property as their family home. They have 1 daughter and another on the way! Also, they are extremely well qualified, with excellent credit scores, a substantial income and savings. Please feel free to contact their lender (_____) at (123) 456-7890 with any questions.

I have broken down the key points of the offer for you:

Purchase price: \$212,000

Down payment: \$21,200 (10%)

Financing: Conventional

COE: January 22, 2XXX

Escrow: Everest Escrow (*Escrow Officer*)

Appraisal: Paid buy buyer

Home Warranty: Paid by buyer

Max Cost for repairs: \$500 (*Seller*)

Please feel free to contact me with any questions. I look forward to working with you on a seamless transaction.

Sincerely,

Real Estate Professional