

{Name of Seller or Seller's Agent}
{Address}

{DATE}

Dear {Name}:

{Client's name} submit(s) the attached offer for property located at {address}. {Client} viewed the property recently and was impressed with the home and its attributes.

As background, my client {describe client's work, where they live, why they want this house}

{Client's name} {have/has been} pre-approved for a loan in the amount of {his/her/their} offer. A pre-approval letter from the loan consultant is attached. Feel free to contact the loan consultant if you have any questions regarding my client's loan status.

I would be pleased to answer any questions you may have. We look forward to your response.

On {his/her/their} behalf,

{Name/Brokerage}
{Contact Numbers}